



LOST CHILD

In the event of a child going missing whilst attending Hopscotch Kids Club, the following procedure will be implemented immediately:

- * All staff present will be informed and an immediate search of the premises/club will be made, ensuring all other children remain supervised.
- * The manager will communicate the situation to other departments with the host School.
- * Parent/Carers of the missing child will be contacted and made aware of the situation. Keep in regular contact.
- * If the staff members feel the search had been unsuccessful for some time, it is at the Managers discretion to contact the local authorities and ask for advice. If they feel the child should be reported as missing this should be done with consultation of both the Club and the child's parents.
- * A lost child incident form will be completed, detailing where the child was last seen, items of clothing worn etc.
- * The police will be contacted and the Manager will await instructions.
- * OFSTED must be contacted and informed of the details at the earliest convenience.
- * A full report of the incident will be written and recorded once the situation has been resolved or it had been taken out of the hands of the Club.
- * An evaluation must be made about how the child was able to leave from the secure area. - Appropriate measures must be implemented to prevent any re-occurrence.

If a child is not at any designated meeting point for Hopscotch collection, contact will be made with the Manager and the child's teacher to check for absence. The Manager will make the decision to contact parents to check if already been collected from school. If they have not been collected the above policy applies to the last place where the child was (i.e. school building), with the support from the school as the child will be deemed to still have been in their care at the time of disappearance.

This policy was adopted by: Hopscotch Kids Club	Date:
To be reviewed: September 2019	Signed: