

## **WOOLENWICK BLAST CLUB** **UNCOLLECTED AND MISSING CHILDREN POLICY**

In the event that a child is not collected by an authorised adult at the end of the session, the Club puts into practice agreed procedures to ensure that the child is cared for safely and cause as little distress as possible.

If for some reason a child is not collected at the end of a session and we have not been informed the following procedures will be followed.

- If a parent/carer is more than 10 minutes late in collecting their child, the parent/carer are contacted;
- If this is unsuccessful, the adults who are authorised by the parents to collect their child from the Club - and whose telephone numbers are recorded on the Registration Form – are contacted;
- All reasonable attempts are made to contact the parents or nominated carers;
- The child does not leave the premises with anyone other than those named on the Registration Form;
- If no-one collects the child after 1 hour and there is no-one who can be contacted to collect the child, Social Services department will be contacted;
- The child stays at the Club with two qualified staff until the child is safely collected by the parents or by a social worker;
- Social Services will aim to find the parent or relative. If they are unable to do so, the child will be admitted into the care of the local authority;
- Under no circumstances are staff to go and look for the parent, nor do they take the child home with them;
- A full written report of the incident is recorded in the child's file;
- Parents who are late collecting their child/ren will be charged £5.00 per ¼ hour to cover additional time worked by staff. Persistent late collections will incur an exclusion period;
- Ofsted may be informed.

### **Missing children**

If for any reason a member of staff cannot account for a child's whereabouts during a session at the Club, the following procedure comes into force:

- A thorough search by two members of staff of the premises and surrounding area will commence. The staff will ensure that the other children remain safe and adequately supervised.
- If after 15 minutes the child is still missing, the Police and child's parent/carer will be informed;
- Searches for the child will continue until the Police and parent/carers arrive. During this period, other members of staff will maintain as normal a routine as is possible for the rest of the children at the Club.
- The Manager/Head of school will be responsible for meeting the police and the child's parent/carer. The Manager will coordinate any actions instructed by the Police and comfort/reassure the parent/carers.
- Once the incident has been resolved, the relevant policies and procedures will be reviewed and implement any necessary changes.
- All incidents of children going missing from the Club will be recorded in the incident book and passed onto the relevant head of school/governors.

Signed by:.....  
CLUB MANAGER