

**HIGH DOWN AFTER SCHOOL CLUB**  
**Down Road, Portishead, BS20 6DY**

**LOST OR MISSING CHILD PROCEDURE**

**IF A CHILD FAILS TO TURN UP AT THE CLUB OR IS NOT IN THE CLASSROOM WAITING TO BE COLLECTED**

- Check with Teacher.
- Look around premises, and without alarming other children ask if anyone has seen missing child.
- Ensure Manager/ Deputy are informed/ kept in touch at all times, despite their whereabouts.
- Ensure all attending children are contained in the main play space with adequate staffing.
- Contact Parent/Carer or Emergency Contact.
- Inform Police.
- Carry out investigation to ascertain what happened, update procedures and risk assessments as appropriate.

**MISSING CHILD DURING SESSION**

- Consult with other members of staff.
- Without alarming other children ask if anyone has seen missing child.
- Check premises while maintaining adequate supervision.
- Notify Parent/Carer or Emergency contact.
- Inform Police.
- Carry out investigation to ascertain what happened, update procedures and risk assessments as appropriate.

Note: The Club Manager or Deputy will always be available for liaising with all parties concerned.

Reviewed May 2017