St. Bernard's Extra

"Before & After" School Club

Victoria Park Avenue, Lea, Preston. PR2 1RP

Tel 01772 728153   **Mobile No: 07495018123**

Ofsted 119449

<u>MISSING CHILD POLICY</u>

St. Bernard's Extra has the highest regard for the safety & welfare of the children in our care. Staff will always be extremely aware of the potential for children to go missing during sessions.

Even when all precautions are properly observed, emergencies can still arise. Therefore members of staff will undertake periodic head counts especially at the transition points between activities & coming from outside to indoors. If for any reason a member of staff cannot account for a child's whereabouts during a session at the club or a child on the register does not arrive at the club after the school day, the following procedure will be activated:

1. Check on the register to confirm that the child was due to attend that day & has not been collected.
2. Alert the leader and a member of the school staff who will help make enquiries as to whether the child left school early (eg medical appointment)
3. Ask the other children when and where the missing child was last seen
4. Enlist the support of the school staff to search the buildings and grounds whilst maintaining supervision of the other children attending the club.
5. If after this search the child has not been found, the leader will contact the parent/carer and make them aware of the incident and the following procedures.
6. The leader will contact the police, giving child's name, age, club name, club address & telephone number and their own name and explain fully what has occurred.

Reviewed Feb 2021

7. Continue to organise the search for the child

When such an incident has occurred, as part of the club's own monitoring system it will be reviewed and further investigated by the board of Directors who will then make recommendations to ensure that such an incident does not happen again.

The incident will be recorded in the Incident record book.

Lea Police Station 01772 209441 or Preston Police 01772 209738