Funshine Before and After School Club

Raddlebarn Primary School

Lost Child Policy

Procedure to be followed if a child is lost:

N.B. All staff will "count heads" frequently especially when outside or off site so that they are always aware of all children's whereabouts.

If a child is lost on site:

- One member of staff searches for child.
- Other staff look after the remaining children. (If this were to occur at a time when there are only 2 members of staff on duty, send for help immediately from the school office to ensure there is more than 1 member of staff with the remaining children.)
- After 5 minutes, if searcher has not returned or cannot find child, additional help is called for from the school office.
- If child cannot be found after a further 5 minutes, the most senior staff member is to contact police by dialling 999 and must also contact the parent/carer.

If a child is lost off site:

- The most senior staff member must ensure safety of remaining children. At least 2 staff must stay with them.
- One or more adults should immediately start searching for the child.
- The most senior staff member should alert the manager of the venue if appropriate.
- If the child is not found within 5 minutes, the most senior staff member is to contact police by phoning 999, and must also contact the parent/carer.

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