

Richmond Hillbillies Policies and Procedures

2020/2021

Richmond



Hillbillies

Lost Children

Richmond Hillbillies Policy. Updated July 2020

Next review April 2021

The children's safety is of the highest importance to us at Hillbillies. Staff are aware of the potential for a child to go missing during sessions. We will do our best to minimise the risk of this and to be aware of procedures if this does occur.

Even when all precautions are properly observed emergencies can still arise. Therefore members of staff will undertake periodic head counts, especially at the transitions points between sessions. In addition to the registration procedures (see arrival & departures policy & missing children policy & procedure)) If for any reason a member of staff cannot account for a child's whereabouts during a session at the club the following procedure will take place:

The member of staff in question will inform the manager /deputy
The manager/deputy will delegate members of staff to search the premises
Children will be asked if they have any information.
After 15 minutes of thorough searching the Manager/deputy will contact the police then the child's parent/carer
The search will continue while waiting for the police
Care will be taken to reassure the other children and as normal a routine as possible is maintained.
The manager /deputy will be responsible for meeting the police and the missing child's parent/carers
The manager/deputy will coordinate any actions instructed by the police and do all they can to reassure the parent/carers
The incident and outcome will be recorded in the club incident book.
If the police have been called, then Ofsted will also be informed.
When the incident is resolved the manger and team will review the relevant policies and procedures and implement any necessary changes.