

**Uncollected/Missing Child Policy**

**Procedure for parent/carer failing to collect their child**

1. Discovery Holiday Camp staff to check if there have been any messages left
2. Use emergency contact numbers to contact parents/guardians/grandparents
3. Failing the above, keep the child with a member of the Discovery Holiday Camp staff, inform Extended Services Manager/Assistant Lee Gill/Harrison Norton
4. Keep the child with a minimum of 2 members of staff and inform the police after 1 hour

**Procedure for a lost child**

1. Alert all Discovery Holiday Camp staff on the premises
2. Check in classrooms, toilets, stock cupboards, etc
3. Alert Extended Services Manager/Assistant, Leicestershire County Council -Look around school, school grounds, then out of school site
4. Inform parents/carers
5. Inform emergency services. Local police station 101
6. Inform Ofsted