



Camp – Missing Child Policy

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Consultation groups	DoO, Extended Services Team
Approved by	Board of Trustees
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Applicable to	Discovery Schools Extended Services

Document History

Version	Version Date	Author	Summary of Changes
V1.0			

Missing Child Procedure

All children are accounted for during the day and their arrival and departure time is marked in the register. Staff make regular head counts during the club/camp.

In the event a child is missing, Discovery Holiday Camps and Wrap Around Care staff will:

1. Immediately inform the Site Leader/WAC Manager
2. The Site Leader/WAC Manager will alert all staff on the premises
3. Calmly check both inside and outside the building (including toilets, stock cupboards etc.)
4. The Site Leader/WAC Manager will alert the Extended Services Manager
5. If there is no sign of the child, the WAC Manager/Site Leader will contact the police immediately providing a description of the child
6. The WAC Manager/Site Leader will inform parents of the situation
7. Staff would then wait for the police to arrive and follow their instructions
8. The Site Leader/WAC Manager would continue the search whilst awaiting the police
9. The Extended Services Manager would inform OFSTED 03001231231
10. After the event, record the situation as an incident and ask the parents/carers to sign and date to confirm they are aware of the content of the Incident Log.
11. After the event, the team will reflect on the incident and the procedure to see if anything can be learned from the process and if any measures can be taken to improve.

