Low Port Out Of School Club
S.C.I.O

LOW PORT OUT OF SCHOOL CLUB SCIO

MISSING CHILD POLICY

Lowport Out of School Club SCIO (the Club) staff take the following actions in relation to the collection of children from school.

Staff will collect all children from their classrooms before the end of each day.

In the event of a child not attending that is due in Club we will:

- Check diary/Club phone for any notes from parents;
- Check with manager if they are aware of any alternative arrangements
- Check with class teacher to ascertain attendance at school;
- Check toilets, cloakroom and reception area;
- Check school grounds, rose garden and car parks;
- Telephone parents/carers/emergency contact;
- Staff in Club will remain in contact with staff searching for child;
- If all avenues have been explored and child is still missing, the police shall be called and a missing person reported.

Policy History

Revision Date	Author	Description
28 July 2020	Adrian Williamson	Reformatted for website
03 September 2020	Emma Donaldson	Updated
02 December 2021	Emma Donaldson	Updated
03 March 2022	Chloe Wells	Reviewed