

Lost Child

PopSOC staff are instructed to make every feasible effort to ensure that no child is ever lost from a PopSOC session or excursion.

Staff will make every effort to prevent any child from becoming lost by:-

- ∇ Ensuring that the site's security is well-maintained at all times. Staff will ensure the door locks are switched on before each session begins.
- ∇ Ensuring that the gates enclosing the fenced-in outdoor play area are locked at all times.
- ∇ Operating with the correct child/staff ratio in place. These will be one member of staff for every eight children on-site and 1 member for every 5 children off-site.
- ∇ Wearing badges for club identification during trips. These badges will contain the mobile telephone numbers of all Playworkers accompanying the trip. Children are also put into small groups with each group being assigned a key worker who is then responsible for their group during the duration of the trip.
- ∇ Monitoring the whereabouts of each child regularly.

However, in the unlikely event that a child becomes lost during a PopSOC session the club would:-

- ∇ Identify where and when the child was last seen
- ∇ Conduct a thorough search of the building and outdoor play area
- ∇ Inform all staff members that a child is missing
- ∇ Send a member of staff to look for the child and/or enlist the help of the school. A search of the school grounds should be made, along with a search of Main Street.
- ∇ Ask another member of staff to contact the child's emergency contacts in order of preference on the registration form until contact is made
- ∇ Contact the police with a full description of the child and provide a record of when they were last seen and where
- ∇ Contact the Chairperson of the Management Committee or Vice-Chair if unavailable
- ∇ Report the incident into the club's Incident Book, located on the Registration Desk. OFSTED will also be informed.

Policy written January 2009

Policy agreed