

# BEE ACTIVE

## Lost child on site Policy

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**At our holiday clubs we are committed to providing a safe and secure environment in which children can participate in different sporting activities.**

The arrival and departure time of all children is clearly marked on the register when children arrive or leave so it is always clear which children are present at Bee Active.

Children are regularly accounted for during the day as staff will make a regular head count checking the numbers of children present against the names of the children signed in on the register.

In the unlikely event of a child going missing within the club the following procedure will be implemented:

- The person in charge will be notified immediately.
- A full headcount and roll call will be completed against the attendance register to ensure the child is not being cared for in another room in the building.
- All staff present will be informed and a 'codeword' will be clearly stated by person in charge, an immediate thorough search of the venue both internally and externally will be made, ensuring that all other children remain supervised throughout.
- If the child remains missing, the parents will be contacted and kept informed at all times.
- At this point – which would be a maximum of ten minutes - the police will be contacted and the matter will be treated as an emergency.
- A second search of the premises will be carried out while waiting for the police to arrive.
- Where it is safe to do so, two staff will check the immediate vicinity for the child. They would always have a mobile phone with them.
- Staff will then wait for the police to arrive and follow their instructions. The person in charge would continue to organise the search whilst awaiting the police.

After the incident, a full report will be made and Ofsted would be contacted and a written report sent by the Community Manager informing them of the incident.

When taking the children on outings, a risk assessment is carried out prior to the outing and regular head counts are made throughout the time. Children are allocated to certain members of staff with higher than normal ratios, to ensure the children are safe at all times. The risk assessment will include measures such as having a mobile phone, high visibility jackets and other measures appropriate to the outing.