

ABBOTS HALL OUT OF SCHOOL CLUB

LOST CHILD

Throughout the session staff record the time in and out of each child on the register, periodically during the session a physical head count is carried out.

In the event of a missing child, staff will implement the following procedure:

- One member of staff will call a register whilst another will search the premises.
- If the child is still missing, staff will immediately call the police and the child's parents.
- If staff levels are such that a sufficient number of staff can be left with the remaining children, then the extra staff members will start an outdoor search.

Emergency Services: 999

Suffolk Constabulary: 01473 613500

Updated: June 2019