

## **POLICY ON MISSING CHILDREN**

The Club is committed to ensuring the safety of all children who attend our club.

In accordance with our arrival and collection policy:

- Parents/carers must give adequate notice to the Club regarding attendance / non-attendance of their child.
- The school teachers and children will know the Club playworkers or individuals acting as escorts.
- Only persons named in writing by the parent/carer will be able to take the child from the Club.
- Daily attendance records are updated promptly with the time children are collected.

In addition:

- Playworkers will arrive promptly at specific collection points with a list of children to be collected.
- A daily register is taken at the start of the session to ensure all children that are booked in are present. This is repeated at regular intervals during trips out.
- Regular headcounts are made throughout the session.
- Risk assessments of the premises and activities are undertaken.