

BUSY BEES AND THE AFTER SCHOOL ACTIVITIES CHILD POLICY

OVERVIEW

Children should never be allowed to leave the premises during Busy Bees and the after school activities without them being accompanied by authorised adult or prior permission allowing the children to be able to walk home. It is possible that on some occasions a child may leave the premises without the knowledge or permission of the headteacher. This policy is put in place to ensure that every action possible is taken to ensure the quick and safe return of that child to school.

INTENT

1. To locate any missing child quickly.
2. To ensure that all children are kept safely on the school premises during Busy Bees and the after school activities hours unless we have permission from their parent for them to leave (i.e. walking home)
3. To ensure that children who leave school during Busy Bees and the after school activities, do so accompanied by an authorised adult.
4. To ensure that the building, grounds and play areas are safe and secure during Busy Bees and the after school activities.
5. To ensure that Busy Bees and the after school activities staff keep children under good supervision at all times.
6. To ensure that if a child 'goes missing' during the Busy Bees and the after school activities, they are located quickly and returned safely.
7. To ensure that all relevant statutory agencies are notified of the incident

IMPLEMENTATION

1. If a child cannot be found a member of staff the Head teacher must be notified **immediately and told when and where the child was last seen.**
2. Time is of the essence and prompt actions to find the child must be taken by all.
3. The remaining children will be left safe in the care of suitable staff and all available staff will then conduct a thorough search of the child's classroom, storage areas, toilets, the school building and the school grounds.
4. If the child is not found within a short period of time, the police must be called by the headteacher or staff member.
5. As soon as possible, the parents will be notified that their child is missing.
6. Members of staff, who are not supervising children, will be sent to search area in the immediate vicinity of the school or last known location of the child.
7. The LA will be notified by the headteacher that a child is missing.
8. If a member of staff finds the child the headteacher must be told at once. Parents, police and other authorities will be notified immediately.
9. The headteacher will investigate how the incident occurred and will take appropriate action to ensure that similar events do not happen again.
10. All relevant statutory requirements to notify agencies will be carried out.

IMPACT

The safety of all children will be given our highest priority. A missing child should be an extremely rare happening. This policy is to ensure that swift and effective actions to locate any missing child are taken, the police and relevant authorities and parents are notified and involved in the search.

Adopted by the governing body.....Signed CoG.....Date to be Reviewed.....