



Lost Child Policy for Shout Out! After School Club at B&A Parish Hall

Objective:

1. The objective of this Lost Child Policy is to ensure the prompt and appropriate response in the event a child is lost or becomes separated from the group during the collection from school and walking to the B&A Parish Hall for Shout Out! After School Club.

Prevention Measures:

- a. Maintain adequate staff-to-child ratios during the collection and walking process to ensure effective supervision.
 - b. Conduct regular safety briefings with staff members involved, emphasizing the importance of vigilance and child supervision.
 - c. Provide high-visibility jackets for staff members and children to enhance visibility during walks.
 - d. Implement a system of using a rope or other appropriate means to keep children together during the walk, with staff members positioned at the front, middle, and rear of the group.
 - e. Obtain necessary permissions from parents or guardians for children to participate in the walking activity and ensure they are aware of the process and safety measures.
 - f. Maintain a comprehensive register with emergency contact details and relevant medical information for each child.
2. g. Conduct a headcount and check the register before leaving the school and upon arrival at the B&A Parish Hall to account for all children.

Response Procedures:

- a. If a child is discovered missing or separated from the group, the staff member who notices should immediately inform the designated lead staff member.
- b. The lead staff member will conduct a thorough search of the immediate area to locate the missing child.
- c. If the child is not found within a reasonable time or is believed to be at risk, the lead staff member will contact the emergency contact person(s) listed for the child.
- d. If the child is still not located, the lead staff member will contact the local authorities and report the situation, providing all relevant information about the child's physical appearance, clothing, and any other identifying features.

- e. The lead staff member will continue to communicate with the child's emergency contact person(s), keeping them informed of the ongoing search efforts and any updates.
 - f. During the search, the remaining staff members will ensure the safety and continued supervision of the other children.
3. g. Staff members will remain vigilant and report any potential sightings or information to the lead staff member.

Reunification:

- a. Once the missing child is located, the lead staff member or another designated staff member will stay with the child until the parents or guardians arrive.
 - b. The staff member will reassure the child and provide appropriate support and care during the reunification process.
 - c. Staff members will confirm the identity of the parents or guardians using established procedures, such as requesting identification or using prearranged passwords.
 - d. A written record of the incident will be made, including the details of the event, actions taken, and any follow-up actions required.
4. e. A review of the incident will be conducted to identify any necessary improvements to prevent similar incidents in the future.