**MISSING / LOST CHILD POLICY**

Children Act regulations 1989 – you must have procedures to be followed in the event of a child being lost or a parent failing to collect a child

• See Collection of Children Policy for procedure to be followed in the event of a parent failing to collect a child.

 • In the event of a child going missing from the care of **DARE Saturday & Holiday Playscheme** staff members, the following procedure will be followed:

Stage 1 Thoroughly search all internal and external areas whilst ensuring that the remaining children are adequately supervised

Stage 2 Inform Management

Stage 3 Inform Police

Stage 4 Inform Parents

Stage 5 Write full report on Accident / Incident Sheet