



LOST CHILD POLICY

We aim at all times to keep children safe and secure whilst in the care of Superstars Holiday Club Limited.

We take all reasonable precautions to ensure the safety of the children. In the event that a child goes missing from our care the following will be adhered to:

The person in charge will carry out a thorough search of the building and grounds. The register is checked to make sure no other child has also gone astray. Doors and gates are checked to see if there has been a breach of security whereby a child could wander out. Person in charge talks to staff to establish what happened. If the child is not found the parent is contacted by Superstars HQ and the missing child is reported to the police.

The investigation

Louise Nicholson carries out a full investigation taking written statements from all staff present at the time. The key person/ staff member writes an incident report detailing: - the date and time of the report;

- what staff/ children were in the group or outing;
- when the child was last seen in the group/ outing;
- what has taken place in the group/outing since then; and - the time it is estimated that the child went missing.

A conclusion is drawn as to how the breach of security happened.

If the incident warrants a police investigation all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Social Services may be involved if it seems likely that there is a child protection issue to address.