



# Paste & Art Ateliers After-school Baking Club Security Policy

Paste & Art Ateliers Club operates both in primary schools to provide an After-school club and in community centres to provide Holidays club.

For the After-school club, we are in Paste & Art Ateliers committed to respect and follow the security policy of each primary school in which we provide our services.

For the Holidays Club, Paste & Art Ateliers club is committed to provide a safe and secure environment in the community centres. Staff will adhere to the following guidelines:

- No child will be left unsupervised in the club at any time.
- Staff / child ratios of 1:8 children in the Under 8's will be adhered to.
- Visitors to the club will not be left unsupervised at any time and adequate identification will be required. Identification will be provided, and prior appointments should be made where possible.
- Children will not be released with anyone other than the recognised parent/carer unless prior notice is given. If staff are unsure of the person collecting the child that child will remain at the club and parents will be informed of the decision.
- Entrance to the club will be monitored to ensure security at all times.
- Parental/carer consent will be sought for the use of videos and photographs for promotional usage.

## **Missing or Uncollected children**

### **Missing Child Procedure:**

If a child is not at the community centre when it's collection time, the following steps must be taken:

- If a child has not been collected and their whereabouts unknown, then one member of staff should contact the parent while a search of the premises is carried out immediately. If 2 of our staff are present, one should remain with the other children
- If the search results in the child still being missing and the parent has not collected the child or is not contactable then the police should be informed immediately.

### **Lost child procedure:**

Even when all precautions are properly observed, emergencies may still arise. Therefore members of staff will undertake periodic head counts. If a child is thought to be missing from the club during a school holiday session, the following steps must be followed:

- The class leader and every member of staff working will be informed straight away.

- The entire building will be thoroughly searched, including the toilets and other staff on the premises will be asked to help, to reduce searching time.
- The garden will be searched thoroughly, followed by any car park and surrounding roads. This may be done at the same time as the indoor search if there are sufficient staff to do so.
- The child's friends will be asked if they know where (s)he was intending to go, though this must be done in a way that does not alarm them or the other children.
- The proprietor must be informed of the situation at this point.
- The child's parents will be telephoned and informed that their child has left the premises and may be heading home.
- At this stage, if the parents have not seen the child or heard from the child then the police must be informed.
- Throughout this process, full supervision must continue to be given to the remaining children. Staff should also endeavour to ensure that the situation is not worrying or stressful for the remaining children.
- Once the child is found an incident report must be written up immediately and policies and procedures must be reviewed.

**Uncollected children:**

For the holidays club, if a child has not been collected 10 minutes after the end of class, the parents will be contacted in the first instance by telephone.

The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour, the police and Social Services will be informed.