

## 4.10 Supervision, Security, Missing, Absent, Lost Children

### 1. Changes from last issue

### 2. Objective

To ensure that where a child does not arrive at camp, or goes missing during the course of a session, appropriate action is taken to locate the child and the relevant people are notified. To ensure that only authorised personnel access the camp activity areas and to ensure the security and safety of children attending.

### 3. Who is responsible

The Community Leisure Officer is responsible in making sure there are appropriate security measures in place at their respective sites. All members of staff are responsible that those security measures are used and implemented.

All members of staff have a responsibility to ensure that they are vigilant at all times in ensuring that access is ONLY granted to authorised persons.

### 4. Parents collecting children

- Only authorised person on the application form can collect children. If any other person is to collect the child we need authorisation from the parent. Leaders must request ID before handing the child over. This person must be over the age of 16.
- Only children over the age of 8 and have been given written permission can sign themselves from camp to make their own way home.

### 5. Staff

- All staff members will wear Aberdeenshire Council uniform as provided.
- Coaches and Leaders will make themselves aware to Duty Officer and sign in the visitors sign sheet at reception.
- Leaders will also be wearing a name badge provided.
- Staff members should not leave the premises unless consented by the Duty Officer
- All members of staff at Aberdeenshire Council are screened thoroughly by management before commencing employment.

## 6. Visitors

- All visitors must report to reception and give a full explanation for visit. They must sign in using the visitors sign in sheet. Where possible visitors will be escorted around the premises.
- Any person found on the premises without authorisation should be approached and asked for identification. If they cannot provide satisfactory identification or a reason for being on the premises, the facility manager will be contacted.
- Any incidences of unauthorised persons being on the premises must be reported to the Duty Officer or Community Leisure Officer and be recorded as an incident on the appropriate form.

## 7. Children

- All children who are signed into the camps are not permitted to leave the premises until they have been collected by an authorised adult or written consent has been given to them to leave camp without an adult. (Please note only children over the age 8 are allowed consent)
- Should a child who is on the register not turn up in the morning then the parent should be contacted by the leader to establish what has happened to them.
- Any children who are leaving the room/area must inform leader or coach before leaving.
- Any children under the age of 8 years old are buddied up and must take the buddy with them if leaving the room area for water breaks, toileting etc.
- All must be signed out by an authorised adult, unless been given written consent.

## 8. Lost/missing child

Should a child go missing in the setting or during a visit then the following steps will be followed:

- The member of staff who notices the absent child should notify the Leader and all other members of staff immediately. The Duty Officer must be informed.
- The member of staff will check with all children and other members of staff as to when the child was last seen.
- It will be the Duty Officer who will take the lead on an immediate search of the area. Paying careful attention to activity areas, toilets and changing areas.
- If the child has not been located within 10 minutes then the Leader must contact the police and parents/guardians.
- A record of the incident should be recorded on an incident report form and given to the Duty Officer.
- Where the police have been contacted the Duty Officer to inform them.

## 9. Supervision

We ensure that children are supervised adequately at all times, whether children are in or out of the building:

- The Leader must always have a copy of the register with them and must conduct regular head counts throughout the day particularly when moving between areas and activities.
- When children are likely to be mixing with other people not on the Summer Camp, eg in the pool or park, Holiday Camp children should be identified by Tyvek Wrist bands or a tabard.

## LLO Holiday Camps Policy



- Leaders must supervise children while eating at all times.
- Taking special care when children are using large apparatus or during high risk activities e.g. a climbing frame, ski's, tubing and when walking up or down steps/stairs.
- The Leader should assess the venues and equipment before use to ensure that they are safe. Any faults should be reported to the Facility Manager and unsafe equipment or areas should not be used.
- During breaks, Leaders should ensure that children stay within the group and do not leave the area.

### 10. Knowledge of group:

- Keep your group's registration folder with you at all times. Do not leave it lying around as it has personal information.
- Staff will be encouraged to get to know your children, their names and their parents/ guardians.
- Staff will be aware of any medical conditions or disabilities and take the necessary measures to ensure that the children can be included in activities safely. Ask the Duty Officer if you need more information about medical conditions.

### 11. Working with large groups:

- Observe the child to leader ratio. There will always be at least two members of staff in each group.
- Leaders to ensure that both members of staff stay with the group at all times. Toilet breaks, activity area set-up and first aid situations are the only exceptions.
- Preparation is the key – make sure you set up your activities beforehand to make sure you can concentrate on coaching and supervising the children.
- Sessions will be planned in advance. One of the staff members to be the lead coach and one to be in charge of demonstration and set up for each session or individual activities within the session so that the children are always adequately supervised and so the activities are structured.

### 12 Stairs and Lifts:

- Children should always go single file up or down stairs on the left side holding the banister.
- Never allow children to run up or down stairs.
- If another person is walking the opposite way but on the same side of the stairs, ask the children to carefully step away from the banister to let the person past, but not to keep walking.
- Lifts should only be used for children who are unable to walk down stairs and they should be accompanied by one of the coaches.