

DKN GymnastiX



MISSING OR UNCOLLECTED STUDENTS POLICY

SEPTEMBER 2024

Introduction

The Club has a responsibility for the welfare and safety of its students. Members of staff should make every reasonable effort to locate missing students and to inform relevant parties, including if necessary the police; and to make appropriate arrangements for the safety and welfare of any students not collected by parents or guardians at an agreed, expected or required time.

Uncollected students

This procedure is to be followed in the event of students not being collected by parents/guardians.

If a student is not collected from the Club by parents /guardians at an arranged, required or expected time, the following procedure should be observed:

- 1) Club staff should contact the parents /guardians to ascertain the reason for non-collection:
 - A member of staff should oversee the student until they are collected.
 - If appropriate and practical to do so, refreshments and/or meals should be offered to the student.
- 2) If necessary, safe and possible, arrangements to convey the student to their destination should be made with taxi companies, chaperones or other outside agencies by the duty member of staff. Please note that, unless otherwise specified, Club staff remain 'on duty' until the satisfactory completion of all 'hand-over' arrangements
- 3) In the event of a continued lack of communication with parents or guardians, duty staff should inform the Designated officer or Head coach.
- 4) If the student remains uncollected or cannot safely be conveyed to their destination, further arrangements will be put in place as necessary following consultation amongst all relevant parties.

Missing Students

A student may be identified as missing:

- If they arrive to the session however fail to return after break or using toilet/washing facility
- They are reported absent by another student.

Procedure to be followed by the Club staff

- 1) Any member of staff discovering that a student is missing should notify the Head coach who will:
 - Call home immediately, to find out if the student is at home or delayed



- Check with the club staff (volunteers, dance teachers, welfare officer etc.) to see if the student is with them or at an external appointment.
- speak to other students , if needed, ask them to call the missing student
- organise a search of the site
- advise all staff (by email) to immediately inform them if the student arrives

2) If these steps fail to locate the student:

- Parents will be informed by the Designated Officer or Head coach
- The Police will be informed at the discretion of the Designated Officer or Head coach

2) If the student is found, or the incident is otherwise resolved:

- Parents and all staff aware of the absence should be informed that the student has been located by the Designated Officer or Head coach
- The police will be informed if they were involved in the matter
- The Club staff will record the incident in writing and keep a copy in the student's file.

