

SHARP

Procedure for Children who Disappear from a Programme On-Site

1. If a child is enrolled in a SHARP programme and leaves the programme without the knowledge of the Supervisor, the sign out sheet will be checked to see if the child has been collected and leaders and children questioned for information.
2. If the child has not been signed out and neither a leader or at least three children know their where-abouts, the staff will search the buildings and immediate vicinity. If the child cannot be found their Supervisor will contact the child's parent / caregiver, if they are unavailable the alternative contact will be rung.
3. If the Supervisor is unable to establish the where-abouts of an After-school programme child they may contact the school for help with further contact numbers for the child.
4. If the parent/caregiver and alternative contact are unable to be reached and the Supervisor is still unable to establish the where-abouts of the child they will contact the police.