**Absent Child Procedure**

The Club@Midmill is committed to ensuring that children and young people are safe. In the case of a child leaving the club without consent, staff will not jeopardise the safety of the other children and adhere to child to staff ratio. If possible a member of staff can try to talk the child back into the club. If this is not possible call the parent/guardian and inform them of the incident, deciding with them what further action to take.

If the reason for a child’s absence from the club is unknown, we will adhere to the following procedures.

* Check with the parent/carer/school/emergency contact to see if the child will or has been absent or sent home during the day.
* If the child is safe and at home remind the parent that the club requires a phone call to notify them of the child’s absence.
* If the child’s whereabouts is still unknown agree with the parent/guardian a time limit (depending on where they live) to give the child time to walk home and call back at the agreed time, keeping the school informed of progress.
* If it is not possible to make contact with parent/carer/emergency contacts and there is no record of the child being absent, Police /Social Work can/will be contacted.

**Out of Hours Emergency Social Work Service: 0845 8400 070**

**Local Police Number: 0845 600 5700**

**Address: Grampian Police**

**Bucksburn Police Station**

**Inverurie Road**

**Aberdeen**

**AB21 9AS**

**Duty Social Work Tel No: 01330 824991**

**Address: Inverurie Children and Families Team**

**93 High Street**

**Inverurie**

**AB51 3AB**