

Maple Club

Missing Child Procedure

Maple club is operated on a closed site at Nascot Wood Junior School.

However, if a child cannot be located, the following steps will be taken:

- All staff will be informed that the child is missing.
- Staff will conduct a thorough search of the premises and surrounding area.
- After 10 minutes the police will be informed. The manager will then contact the child's parents or carers.
- Staff will continue to search for the child whilst waiting for the police and parents to arrive.
- We will maintain as normal a routine as possible for the rest of the children at the Club.
- The manager will liaise with the police and the child's parent or carer.

The incident will be recorded in the school's **Incident Log**. A review will be conducted regarding this and any other related incidents along with relevant policies and procedures. We will identify and implement any changes as necessary.

This procedure was adopted by: Nascot Wood Junior School	Date: September 2021
To be reviewed: September 2022	Signed: <i>Christina Singh</i> Headteacher