

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.
- We will contact parents using the emergency contact details that we have on our MIS
- Staff will conduct a thorough search of the premises and surrounding area.
- After 10 minutes the police will be informed.
- 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 supervisor 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 2024
To be reviewed: September 2025	Signed: <i>Christina Singh</i> Headteacher