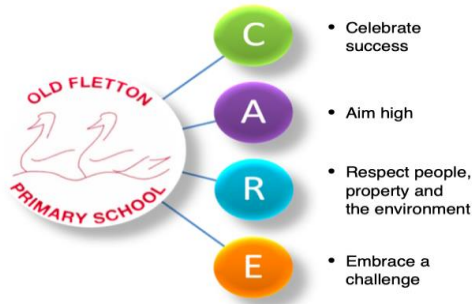


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London Road
Old Fletton
Peterborough
PE2 9DR

Headteacher: S Levy
Deputy Headteacher: N Dickson

Old Fletton Primary School Club **Missing Children Policy**

Old Fletton Primary School will take all necessary steps to ensure that we safeguard and promote children's welfare. Our out of school club has the highest regard for the safety of the children within our care. Staff will always be extremely aware of the potential that children may go missing during sessions. Staff are always located around the indoor and outdoor areas to minimise the risk of this happening. All security procedures will be practised diligently, and head counts taken on regular intervals. The school gates are locked at the end of the school day to ensure security of the whole site. If, for any reason, a child cannot be located at any point during a session, the following procedure will take place:

- The manager, and the rest of the staff team will be informed that a pupil is missing.
- All children will be assembled into the building and supervised by at least one member of staff.
- Staff will ensure that the other children remain safe and adequately supervised whilst being careful not to create an atmosphere of panic.
- A thorough search of the entire premises will be made.
- If, after 10 minutes of intense searching, the child/ren in question is still missing, the manager/Headteacher will inform the police and the child's parent/carer will be notified.
- Whilst waiting for the police and the child's parent/carer to arrive, searches will continue for the child.
- Staff will continue to maintain a regular routine of care for the other children attending the session.
- The manager will be responsible for meeting the police and the missing child's parent/carer.
- The manager will co-ordinate any actions instructed by the police and will do all they can to reassure the parent/carer.
- Once the incident is resolved, the manager and the staff team will review relevant policies and procedures and implement any necessary changes.
- All incidents of children going missing from the club will be recorded in the Incident Record Book and in the cases where parent/carer and police have been involved, Governors will also be informed as soon as possible.