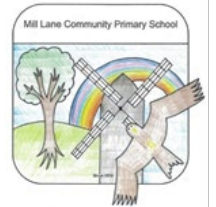




Mill Lane Community School & The Windmill Community Nursery



Growing, Thriving, Flying

Missing Child Policy

This policy applies to Mill Lane Community Primary School and the attached Windmill Community Nursery as well as the extended services provision provided by Mill Lane.

Every effort is made to ensure the safety of all children whilst at Mill Lane School and The Windmill Community Nursery. This policy sets out the procedures for maintaining safety and dealing with the unlikely event of a child going missing.

Procedure

To ensure children are accounted for at all times the following procedures will be observed:

- Attendance registers will be taken at the beginning of the morning and the start of the afternoon sessions
- Sufficient adults will be on duty playtimes and during any outdoor activities. All adults will move around the outside areas during playtimes to keep an eye on the children
- All external doors to the playgrounds will be kept locked during lesson times
- All visitors to the school must come to reception and sign in. They will be given a visitors badge
- Any parent collecting or returning a child during the school day must sign the register in the reception area
- All gates, except the gates at the front of the school, are kept locked throughout the day

In the event of a member of staff suspecting that a child has gone missing:

- A member of staff will alert other staff members and the Headteacher
- The class teacher will assemble all children in the classroom and will count and check all children present against the register
- The signing in book at reception will be checked to see whether a child was officially taken off of the school site
- Members of staff will check all of the school buildings and check all of the outside areas

If the child cannot be found after a thorough search the Headteacher / Deputy Headteacher will:

- Contact the parent / carer
- Contact the police
- Record the incident in the school's safeguarding file and the child's records

Date policy was written: March 2024

Date policy will be reviewed: March 2026

Agreed by the Behaviour and Wellbeing Committee

Signed on behalf of Governing Body: