



# **Fir Tree Junior School**

## **Fir Tree Fun Time After School Club**

### **Guidance on Missing Children**

The safety and care of the children in Fir Tree Fun Time is paramount. There are risk assessments in place to ensure children are safe at all times and the staff are familiar with them.

The Fir Tree Fun Time premises are secure and access is only by the school's front entrance door.

There are clear and effective channels of communication between the staff to ensure the safety of the children both inside and outside in the playground.

The children are signed in by a member of staff when they arrive and when they leave. This is to ensure that there is a record of the children attending the session and that they have left with the designated person

In the event that a child does appear to be missing, the Play Leader will report this to the senior person left in charge. This will be the School Manager, the Headteacher or Assistant Headteacher. If the child remains missing for fifteen minutes, parents are informed and the Headteacher will use professional judgment and contact the relevant authority.