



Policy Statement

Missing Child

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In the unlikely event of a child reported as missing during or at the end of the school day the following steps will be taken:

- A member of staff noticing a child missing from the group should search carefully all the areas used by that group since the child was last seen to eliminate misunderstanding.
- Staff should alert the office for a senior member of staff to organise a thorough search of the rest of the building, including toilets, cupboards, and outside areas, courtyards, car parks and grounds.
- Staff to ensure that gates to the school remain closed.
- Office Manager to check CCTV footage
- Contact parents to inform them of the situation and ascertain if the child has returned home independently or alternative arrangements have been made.
- Person in charge to inform police with parent's consent if available.
- Continue to search, opening up the area, keeping in touch with mobile phone if available
- When the situation has been resolved members of staff involved should review the reasons for it happening and ensure measures are taken to ensure that it does not happen again.
- Involved staff will write a report, signed, dated and filed in Incidents log in Office.

Child Lost on an Outing:

If a child is lost on an outing the member of staff noticing the child missing should alert other members of the party and carry out a numbers check.

- A member of staff or the whole group if appropriate should retrace their movements to the last place that the child was seen.
- Another member of staff should alert the management of the organisation being visited and the school to let them know the situation.
- Children on the visit should be asked for any relevant information if appropriate, remain calm and return to the vehicle if available.
- If the child is not found straight away the school will alert the parents.
- If the child is not found after 15 minutes the police will be called.
- Ongoing risk assessments will be carried out and an immediate review would take place after the incident.
- Involved staff will write a report, signed and dated. A copy of this will be sent to the parents, Chair of Governors and filed.