

POLICY FOR LOST OR MISSING CHILD

MOST OF ALL KEEP CALM AND THINK OF THE OTHER CHILDREN IN YOUR CARE

Although it would be very unusual for a child to go missing within the environment, it is important to scan the group from time to time especially in connection with new or very young children. If staff have any concerns that any child is not visible when performing this normal scanning they should alert each other whilst one designated teacher:-

- re-checks register in case particular child was not in attendance anyway (human error!)
- check toilets and all accessible areas,
- double-check all doors are locked;
- check kitchen and toilet at front of building, including public entrance door;
- check all stairways at back and front of building;

IF CHILD WAS DEFINITELY IN ATTENDANCE AND IS STILL NOT FOUND AFTER 15 MINUTES THEN 2 STAFF SHOULD:-

- check outside in total building area including gates;
- then proceed quickly to surrounding pavements and roads including public garden;
- after 15 minutes return to school rooms and confer with Head and each other;

IF YOU ARE ALL CLEAR THAT THE CHILD IS MISSING YOU SHOULD:-

- Phone the Police – use 999. Have to hand child's full name, description, date of birth and parental contact number.
- Phone parents and/or carer to inform them of the situation and agree how they would like to proceed.

If none of the above finds the child, then advice and guidance from the police is to be taken as to the appropriate next steps for the school and parents. An immediate investigation into how this could happen will then be instituted by the Head Teacher.

FINALLY WHILST WAITING FOR ASSISTANCE RE-CAP CHILD'S LAST MOVEMENTS AND SIGHTINGS.

When the child is found:

Inform SPA Team if there is a safeguarding issue to address

When appropriate, inform OFSTED of the situation.