

LOST CHILD POLICY

This policy is applicable to all children in the school including those in the Early Years Foundation Stage

In the event of a pupil going missing during the day or on an off-site visit the following procedure MUST be followed.

EARLY YEARS FOUNDATION STAGE

- Gather all children in one area and check the number present
- Walk around the area checking all possible hiding places and cupboards, calling the child's name whilst looking
- During the search other members of staff will supervise all the children in one room.
- Having established that the child is lost, a member of staff will inform the Headmistress of the situation; in her absence inform the Bursar or the Deputy Head (Junior) (**All within 10 minutes**)
- If the child is not found within 10 minutes, inform the police and the child's parents.
- Until the arrival of the parents and police, investigations and searches will continue
- The police will take over on arrival and be given full help and cooperation by the appropriate staff.

SCHOOL (Y1 – Y11)

- Double-check with office those who should be present
- Admin / maintenance staff to check buildings and grounds
- If the child is not found inform the Head / Deputies & Bursar (**All within 10 minutes**)
- Call the Police and contact parents at the 10-minute point
- Continue the search
- Head / Deputies to question child's friends / classmates for information
- Cooperate fully with police when they arrive

Move to Critical Incident Plan

OFF SITE VISITS

- Inform staff at the venue immediately giving a description of the missing child
- 1 staff member to search with the venue staff
- Other staff immediately assemble the party in their prearranged groups AND check against group list
- Question friends / others as to who last saw missing child
- After 10 minutes inform police and School

Move to Critical Incident Plan