



## **ACTION IN THE EVENT OF A LOST CHILD Policy and Procedures – v1.4**

The safety and welfare of our children is paramount. In the unlikely event of a child being unaccounted for the following procedure will be implemented.

### **1. If a child goes missing from the School site:**

- Staff members will be informed that a child is missing.
- A member of the Senior Management Team (SMT) will also be informed.
- Registration of all pupils will take place.
- A thorough search of all rooms will take place.
- A thorough search of the premises will also take place, as appropriate.
- If a child is not found, a member of the SMT or a member of staff will contact the police.
- The parents of the missing child will be contacted and informed of the action being taken – by a member of the SMT.
- Once the emergency has been resolved, an internal investigation will take place. A written report will be completed.
- Where appropriate measures will be put in place to minimise the risk of such an incident re-occurring.

### **2. If a child goes missing from an outing**

- Staff must carry out a count/registration of all pupils present.
- One member of staff searches immediate vicinity for missing child.

- The police are contacted and the child reported as missing.
- A member of the SMT is contacted. She/he will then make her way to the venue to assist staff.
- A member of the SMT contacts the child's parents.
- The remaining children are taken back to school, leaving a member of the SMT and another member of staff at the site until the situation has been resolved.
- Once resolved, an investigation into the incident will take place and there will be a written report produced.
- Where appropriate measures will be put in place to minimise the risk of such an incident re-occurring.

### **3. If a child goes missing from the EYFS Reception classrooms**

- Staff members informed and children are gathered in Oak Classroom.
- Registration of all EYFS children will take place and office staff to check that child has been registered as attending School.
- Staff are assigned to search zones (see cards) or to supervise children in Oak Classroom.
- Staff to return to Oak Classroom immediately when they have searched their area.
- A member of the SMT is informed that a child is missing.
- Staff will be allocated further areas to search including upstairs in the Pre Prep building.
- If a child is not found, a member of the SMT or a member of staff will contact the police.
- The parents of the missing child will be contacted and informed of the action being taken – by a member of the SMT.
- Once the emergency has been resolved, an internal investigation will take place. A written report will be completed.
- Where appropriate measures will be put in place to minimise the risk of such an incident re-occurring.

#### **4. If a child goes missing from the Nursery (EYFS)**

- Staff members informed and children are gathered in the Nursery.
- Registration of all Nursery children will take place and office staff to check that child has been registered as attending School.
- Staff are assigned to search zones (see cards) or to supervise children in Robin Room in the Nursery.
- Staff to return to the Robin Room in the Nursery immediately when they have searched their area.
- A member of the SMT is informed that a child is missing.
- Staff will be allocated further areas to search including Reception classrooms and upstairs in the Pre Prep building.
- If a child is not found, a member of the SMT or a member of staff will contact the police.
- The parents of the missing child will be contacted and informed of the action being taken – by a member of the SMT.
- Once the emergency has been resolved, an internal investigation will take place. A written report will be completed.
- Where appropriate measures will be put in place to minimise the risk of such an incident re-occurring.

*Last Reviewed October 2018*

*Next Review October 2019*

**Missing child in Reception**

**SEARCH ZONE 1**

**Beech Classroom**

**Chestnut Classroom**

**Cloakroom**

**Then return to Oak Classroom**

**Missing child in Reception**

**SEARCH ZONE 2**

**EYFS Toilets/Cleaners cupboard**

**Staff toilets**

**Playroom**

**Then return to Oak Classroom**

**Missing child in Reception**

**SEARCH ZONE 3**

**Pre Prep Hall and Reception area**

**ASC store**

**Kitchen**

**Missing child in Reception**

**SEARCH ZONE 4**

**Reception and Nursery garden**

**Pre Prep playground**

**Then return to Oak Classroom**

**Missing child in Nursery**

**SEARCH ZONE 1**

**Nursery toilets/ shower room**

**Blackbird Room**

**Quiet room**

**Then return to Robin Room**

**Missing child in Nursery**

**SEARCH ZONE 2**

**Reception area/ MH's office**

**LSt's office/ Medical room and  
shower**

**Disabled toilet**

**Then return to Robin Room**

**Missing child in Nursery**

**SEARCH ZONE 3**

**Pre Prep Hall and Kitchen**

**ASC store**

**EYFS and staff toilets**

**Then return to Robin Room**

**Missing child in Nursery**

**SEARCH ZONE 4**

**Reception and Nursery garden**

**Pre Prep playground**

**Then return to Robin Class**

