



TOWN CLOSE SCHOOL

NORWICH'S FINEST PREP SCHOOL • FOR GIRLS & BOYS • 3-13 YEARS

ACTION IN THE EVENT OF A LOST CHILD Policy and Procedures – v1.7

Parts of this policy are replicated in the Educational Visits Policy

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:

- If a child is considered missing following an initial search of school building and surrounding grounds, 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.

NB. If a co-ordinated search of the school is required, using the fire sweeping disks is the most efficient way of completing this task.

2. If a child goes missing off site:

- One member of staff will search the immediate vicinity for the missing child.
- The police will be contacted and the child reported as missing.
- A member of the SMT will be contacted. They will then make their way to the venue to assist staff.
- A member of the SMT will contact the child's parents.
- The remaining children will be 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 a written report will be 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 will be informed and Reception children will gather in Reception Classroom 3.
- Registration of all EYFS children will take place and office staff will check that the missing child has been registered as attending School that day.
- Staff will be assigned to search zones using the red evacuation sweeping discs, or to supervise children in Classroom 3.
- Staff will return to Classroom 3 immediately when they have searched their area.
- A member of the SMT will be informed that a child is missing.
- Staff will be allocated further areas to search including upstairs in the Pre Prep building.
- If the 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 will be informed and all Nursery children will gather in the Robin Room in Nursery.
- Registration of all Nursery children will take place and office staff will check that the missing child has been registered as attending School that day.
- Staff will be assigned to search zones using the red evacuation sweeping discs or to supervise children in the 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 September 2022
Next Review September 2023*