

Lost or Missing Child Policy

This policy is integral to all pupils in our School and Early Years Foundation Stage.

The teacher in charge of the trip must ensure that all students know who to approach in case they get lost and/or where to go. There must also be an agreed meeting area organised so that all students and Staff know where to go if they do get detached from their group.

In the unlikely event of a child, going missing while on a school trip, the following procedure will be implemented immediately:

- * All staff present will be informed and an immediate, thorough search of the surrounding areas will be conducted ensuring that all other children remain supervised throughout.
- * The teacher in charge will check at the area agreed with the children.
- * The event security or ticket office must be informed immediately and requested to make an announcement over their PA system.
- * A staff member will notify the Head Teacher.
- * The teacher in charge will liaise with the event management and security during the search, whilst keeping the Head Teacher informed of developments.
- * If the child is not found, the Head Teacher or her nominated person will inform the police.
- * The Head Teacher will also contact the parents of the missing child.
- * The designated person (if the event is far away) will meet with the police, or the Head Teacher will meet the police if the event is easy to reach and the Head Teacher will meet the parent/carers.
- * The Head Teacher will then await instructions from the police.
- * All such incidents must be recorded in writing on an incident report form and reported to the Chair of Governors

All Guidelines of 'Missing Child in Education' to be followed from KCSIE September 2021.

Reviewed November 2021
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