

Lost or Missing Child Policy

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

In the unlikely event of a child, going missing while within school the following procedure will be implemented immediately.

- * All staff present will be informed and an immediate, thorough search of the school will be made followed, if necessary, by a search of the surrounding areas, ensuring that all other children remain supervised throughout.
- * A staff member will notify the Head Teacher, whilst other staff continue searching.
- * If the child is not found, the Head Teacher will carry out a second search of the area.
- * If the Child has still not been accounted for the Head Teacher will contact the police.
- * The Head Teacher will also contact the parents of the missing child.
- * During this period, staff will be continually searching for the missing child, whilst other staff maintain normal routine as possible for the rest of the children in school.
- * The Head Teacher will meet the police and 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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