



Missing Child Policy

Date Agreed: September 2017
Review Date: September 2019

The school has the highest regard for the safety of the children in our care. Even when all precautions are properly observed, emergencies can still arise. Therefore all procedures below will be followed.

All staff are responsible for ensuring all entrances and exits to the premises are secure and that children cannot leave premises unaccompanied at any time. If groups of children are taken off the premises all procedures for the correct and appropriate supervision of the children, including risk assessments etc are carried out.

Registration is taken at the beginning of the school day and immediately after the children's return from lunch to ensure all are present.

For times of the school day – see Procedures for the Arrival and Collection of children.

All staff - Keep calm

1. Member of staff in charge of the children - Raise Alarm and initiate two staff to search our premises and outdoor area.
2. Report to the Headteacher, Assistant Head teachers or Senior Management on school site immediately.
3. Contact parent – using emergency contact details provided, encourage to keep calm
4. Organise a wider site and buildings search
5. Check any known friends
6. IF UNSUCCESSFUL AFTER 15 MINUTES MAXIMUM PHONE POLICE

7. Throughout advise parent to remain at home and ring around any people that the child may have gone to

8. Ensure other children are looked after

Please note in order to avoid a period of anguish that the procedures for arrival and collection of children must be adhered to.

Children must never be allowed off the premises during school hours with anyone without parental consent.

All school visitors are requested to sign in and are identified by a visitors badge when on site.

All visitors are requested to sign out.

At all other times the DOORS AND GATES are kept secure.

ABOVE ALL, STAY CALM