



*This policy applies to all pupils at Town Close House including those in EYFS.*

## **ACTION IN THE EVENT OF A LOST CHILD Policy and Procedures**

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.
- Measures will be put in place to ensure that such an incident does not re-occur.
- A written report will be completed.
- In the case of an EYFS child, Ofsted will be contacted and informed of the incident.

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.
- In the case of an EYFS child, Ofsted will be informed of the incident.
- Measures will be put in place to prevent a re-occurrence of such an incident.

*Last Reviewed September 2011  
Next Review September 2013*