

Missing/Lost Children Policy

Presented to	Date	Name (Chair)	Signature
Collegiate			
Trustees			
Review			

In the unlikely event that a child will go missing from Main School, the following procedure will be noted.

1. Procedure

1.1. The School Manager or most senior member of staff will be alerted who will then co-ordinate all communication and activity. They will make enquiries of other members of staff to find out where and when the child was last seen.

1.2. An immediate search of the premises will take place inside and out.

1.3. Ensuring that other children are adequately supervised, one or two members of staff should search the immediate area outside the Main School.

1.4. If the child is not found within 10 minutes then police and parents/carers should be contacted in that order.

1.5. During this time, available staff should continue to search the surrounding area, widening the search over time. Mobile phones should be used to keep in touch with the staff remaining in the Main School if possible.

1.6. When the child is found, the staff will assess the child's condition and take appropriate steps.

1.7. When the child has been found, staff should meet as soon as possible to re-do the relevant risk assessment.

1.8. Ofsted will be informed as soon as reasonably practical, but no later than 14 days after the event has occurred.