

## **LOST CHILD POLICY AND PROCEDURES**

**Chad Vale Primary School has the highest regard for the security of the children who attend our school. Staff will always be extremely aware of the potential for a child to go missing during the day. Even when all precautions are properly observed, emergencies can still arise. Staff will undertake periodic head counts, especially during transition points and on a regular basis during off-site trips.**

**If for any reason a child is discovered to be missing the following procedure should be activated:**

1. The member of staff in question should inform both the Head Teacher and the rest of the staff team, and ascertain when the child was last seen and where. A thorough search of the premises or area will commence. The staff team will be careful not to create an atmosphere of panic, and will ensure that the other children remain safe and adequately supervised.
2. The Head Teacher will nominate three members of staff to search the area surrounding vicinity. All staff will be extra vigilant to any potentially suspicious behaviour or persons in and around the vicinity.
3. If the child cannot be found after fifteen minutes of thorough searching, then the parents will be informed to check whether permission had been given for their child to be collected by anyone else. If this is not the case then the police will be contacted to provide additional support.
4. While waiting for the police and the parent / carer to arrive, staff will continue to search, widening the search area, keeping in touch with a mobile phone. During this period, other members of staff will maintain as normal a routine as possible for the rest of the children.
5. The Head Teacher will be responsible for meeting the police and the missing child's parents / carers, and will coordinate any actions instructed by the police and do all they can to reassure and comfort the parents / carers.
6. Once the incident is resolved, the Head Teacher and staff team will review any relevant policies and procedures and implement any changes that may be necessary.

When the situation has been resolved members of staff will record and evaluate the incident. Identify the reasons for it happening and ensure measures are taken to ensure that it does not reoccur.

## LOST CHILD PROCEDURES

**STAGE 1:** Adult '1' realises child is missing

**STAGE 2:** (in first 0-5 mins): Adult '1' searches last known/seen location, pupil toilets and areas passed through before missing child was realised. Adult informs other staff on hand to assist with search who report back to Adult '1'.

**STAGE 3:** (in first 0-10 mins) Adult '1' informs school office and a member of senior leadership team of missing child. SLT member takes lead role and organises co-ordinated search of inside building to include other possible locations, including re-checking of toilets and areas originally searched. 3 (minimum) members of staff to be dispatched down to bottom of drive to check search area 1.

Searcher 1: to turn left and search up Nursery Road towards and including Westfield Rd turning left

Searcher 2: to turn right, then right again to search immediate area of Nursery Road and onto Park Hill Road

Searcher 3: to cross road and speak to crossing patrol before checking Kingscote Road and Yateley Road

Office Staff: To play-back/review CCTV footage of drive from 5 minutes before missing alert made (or earlier if required)

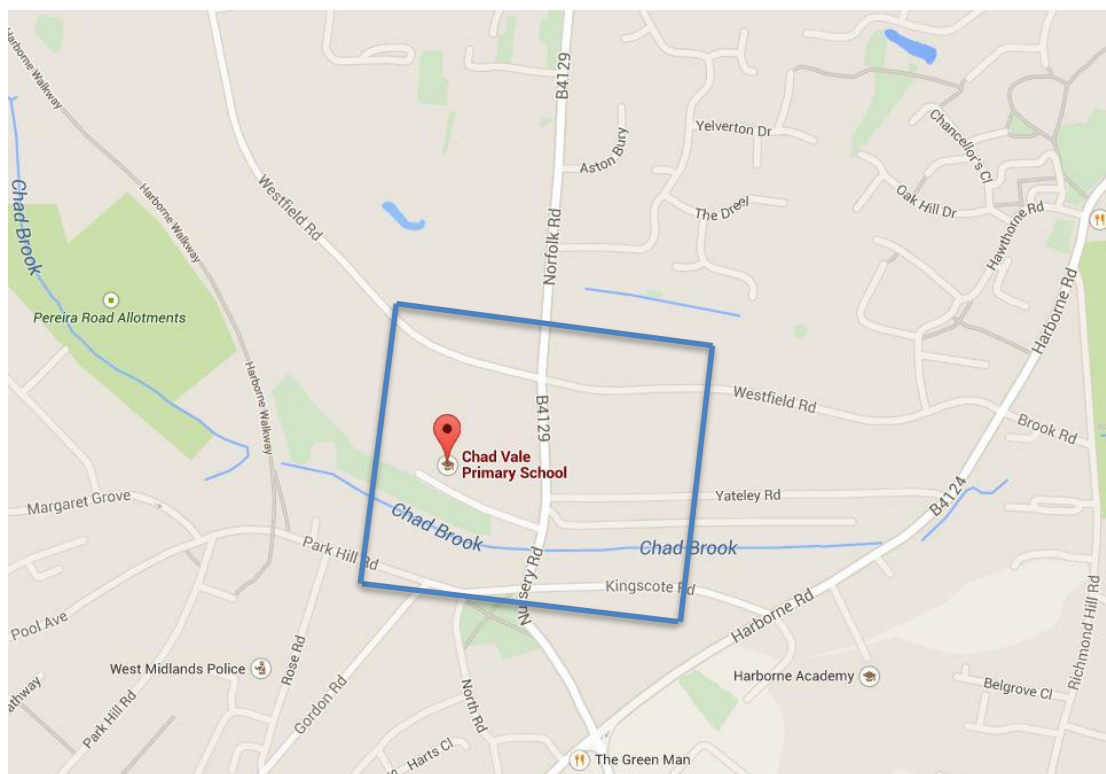
**STAGE 4: (in first 0-15 mins)** SLT member informs Head Teacher of situation if child still not located. Head Teacher confirms previous stages completed and arranges for additional adults with cars to search local roads (search area 2)

**STAGE 5:** (from 15 mins onwards) Parents contacted to check if permission had been given for another parent to collect child. If NOT, parents informed of situation and invited into school. School to recommend that one family member to remain contactable at home address. Police to be called for additional support/advice.

**STAGE 6:** Searches to continue until police have arrived to take over the search co-ordination.

All staff involved should take mobile phones and school walkie-talkies with them during search. Only required calls should be made in relation to incident to keep phone lines open. Use SLT direct lines of 464 2827 or 464 2825 rather than main office number.

## Search Area 1



## Search Area 2

