

NEWBOLD SCHOOL

Missing persons / Lost child procedure

Reviewed September 2019

Ratified by Newbold School Board of Governors September, 2019

The purpose of this procedure is to give all practitioners, helpers and parents a clear and concise guide to managing this potential, critical incident.

This document must be made available to all staff and helpers and taken on any outings. A copy must also be stored in the information emergency folder that goes on trips.

If a child goes missing from the setting (classroom, outdoor area, playground or school building)

1. The person in charge must talk briefly to staff in charge of the child to establish what has happened.
2. The person in charge must carry out a thorough search of the building and garden. They will also contact other teachers and adults throughout the school to ask for assistance.
3. The register must be taken by a classroom assistant to ascertain that no other child has gone missing. Children will be asked to engage in a quiet activity whilst the search is undertaken. (If outside in the play area, all children to be escorted back into the classroom.)
4. Doors, gates and fencing must be checked for evidence of route taken.
5. If, after a reasonable search has taken place, the child still remains unfound, a missing child report must be made to the police and the child's parents or emergency contacts to be informed.
6. THIS SHOULD HAPPEN NO LATER THAN 20 MINUTES AFTER THE CHILD IS FIRST FOUND TO BE ABSENT.
7. The Education Department at BUC/SEC should be informed as soon as possible.

If a child goes missing from a supervised outing

In addition to the above procedure the following must also be observed:

1. As soon as it is noticed that a child is missing, staff must ask the children to go and stand with their appointed person and the outing leader must complete a head count. One member of staff must perform a search in the immediate area only.
2. If in an indoor venue or enclosed venue, the outing leader must contact the venue's security for assistance and then follow the procedure below.

3. If the headteacher is not on the trip, he/she must be informed immediately (by mobile phone).
4. If, after a reasonable search has taken place, the child still remains unfound, a missing child report must be made to the police and the child's parents or emergency contacts will be informed by the Headteacher.
5. THIS SHOULD HAPPEN NO LATER THAN 20 MINUTES AFTER THE CHILD IS FIRST FOUND TO BE ABSENT
6. The Education Department at BUC/SEC should be informed as soon as possible.
7. The remainder of the children, staff and helpers should return to the school or an agreed rendez-vous point immediately.

School telephone number: 01344 421088

Investigation

After any critical incident an investigation must be undertaken, regardless of the outcome, by the management. The incident must be reported in line with the school's Incident Policy.