

FELTONFLEET SCHOOL

MISSING CHILD POLICY

There are a limited number of situations where a child could be lost and these are:

- Where a child wanders off on an outing
- Where a child goes out of a door or gate left open
- Where a child is taken from the setting by an unapproved adult

There are policies relating to health and safety and welfare in place which, if strictly adhered to, should prevent any of the above occurring.

However should a child become lost the following action should be taken:

Lost at school

- For Calvi alert the Head of Lower School **immediately** (or in her absence the Headmaster) who will make enquiries of relevant members of staff as to when the child was last seen and where, to eliminate any misunderstanding. Remember the safety of the other children, with regard to supervision and security. For Main School, alert the Pastoral Care Leader or Deputy Head.
- Ensuring that the remaining children are sufficiently supervised and secure, one or preferably two members of staff should search the building, gardens and immediate vicinity keeping a calm manner and maintaining contact via mobile phone. If the child cannot be found within fifteen minutes then the police and parents must be informed. For children in the Main School this would be after 30 minutes because of the size of the site and the fact the children move about it unaccompanied.
- Invoke the Critical Incident Procedure
- Meanwhile the office to make available a photograph of the child (from Hebron) and their description.
- Continue to search, opening up the area, keeping in touch with mobile phone .
- The child must be comforted and reassured when found.

When the situation has been resolved the Headmaster and senior staff will review the reasons for it happening with staff involved and ensure measures are taken to ensure that it does not happen again.

Lost on an outing

If a child is lost on an outing the member of staff noticing the child missing should alert other members of the party and carry out a numbers check.

- I. A member of staff or the whole group if appropriate should retrace their movements to the last place that the child was seen.

2. Another member of staff should alert the management of the organisation being visited and the School to let them know the situation.
3. Children on the visit should be asked for any relevant information if appropriate.
4. If the child is not found straight away the School will alert the parents.
5. If the child is not found after fifteen minutes the police will be called

Measures in place to ensure a child does not go missing

- Information to parents and staff about challenging unknown persons on the premises
- Frequent reminders to parents about the importance of closing doors and locking gates on departure
- Requirement for all visitors to first register and obtain a badge from Reception
- Secure doors with coded entry
- Boundary security regularly checked by maintenance team.
- Supervision of children at all times
- Sufficient staff to maintain ratios appropriate to the venue
- Collection policy for children
- Trips should be rigorously risk-assessed. (To include: venue - facilities, suitability for age, access, cost, special clothing requirements, eating facilities, transport)

Sue Ward

Revised February 2011

Policy subject to annual revision