

MISSING OR LOST CHILD POLICY

Introduction

1. The following policy applies to all areas of school activity, including that of the Early Years, which occurs both on and off the school premises.
2. At Norfolk House School our priority is to keep children safe and secure whether on school property or in our charge off site. We take all reasonable precautions to ensure the safety of the children at all times.

Procedure for a Child going Missing from School

3. If a child goes missing from school, the following procedure will be instigated immediately:
 - (a) the member of staff who noticed that the child was missing will notify the Headmistress or, in her absence, the Deputy Head;
 - (b) a thorough search of the buildings and their immediate environs will be carried out by all available staff;
 - (c) all doors and gates will be checked to see if there has been a breach of security;
 - (d) CCTV footage will be checked;
 - (e) all registers will be checked to ensure that the child has not already been collected and that no other children are missing;
 - (f) all remaining children will be taken to a place of safety where they can be supervised and reassured;
 - (g) the remaining children and members of staff will be asked whether they can provide any relevant information, such as when and where the missing child was last seen;
 - (h) if it appears that the child has left the premises unaccompanied, the police will be notified immediately (and in any event within 10 minutes of the child being reported missing);
 - (i) staff will conduct a search of the immediate environs;
 - (j) the Headmistress will contact the parents of the missing child and ask them to attend the school. They should be requested to bring with them a recent photograph of their child;
 - (k) a note should be made of what the child was wearing and of any distinguishing features for disclosure to the police or other agencies.
 - (l) in the aftermath of the incident, all staff involved will follow the school's Accident, Incident and Near Miss reporting procedure.;

(m) this procedure and any associated procedures will be reviewed thoroughly.

Procedure for a Child going Missing from a School Outing

4. If a child goes missing on an outing the following procedure will be instigated immediately:
 - (a) as soon as it is noticed that a child has gone missing the staff must complete a full headcount to ensure no other child is missing;
 - (b) one member of staff should search the immediate vicinity, but not go beyond that;
 - (c) another member of staff should remain with the children and reassure them, asking if they have seen the missing child;
 - (d) depending on the venue, teachers should contact the staff who work there to draw upon their knowledge of the site and use their facilities to aid the search;
 - (e) exit points which may lead to roads should be checked in the first instance. Steps should be retraced and all areas of the site checked, including toilets and shops as well as areas where a fall or accident may have taken place;
 - (f) if the child is not found within 5 minutes, the visit leader should contact the police by calling 999 and report the child as missing;
 - (g) the visit leader will be the point of contact for the police. Other staff will take the remaining children back to school;
 - (h) the Headmistress will contact the parents of the missing child and agree a place to meet (school or the venue). The parents should be requested to bring with them a recent photograph of their child;
 - (i) a note should be made of what the child was wearing and of any distinguishing features for disclosure to the police or other agencies;
 - (j) in the aftermath of the incident, all staff involved will follow the school's Accident, Incident and Near Miss reporting procedure;
 - (k) this procedure and any associated procedures will be reviewed thoroughly.