

MISSING CHILD PROCEDURE (FOREST SCHOOL)

As soon as there is concern that a child has gone missing and, despite the usual 'recall' procedure, the child has not returned, the following procedure should be followed.

- An immediate assessment of the last known sighting and any possible places the child might be will be undertaken. The Forest School teacher (or teacher in charge of the activity) will assume responsibility as the *search co-ordinator*.
- Once a search of the immediate area of the last known sighting has been made, the search co-ordinator should alert the Principal/school office (or other designated person) by mobile phone. It is absolutely crucial that the school office is clear which child has gone missing (*and should immediately write down the child's first name & surname*).
- A wider search and call will then be organised by as many staff as possible ensuring other children are properly supervised. Children should not be involved in the wider search.
- A member of staff should immediately be deployed to the entrance to the wood and continue the search back to school following the usual route. The member of staff should take a mobile phone so they can contact other staff at any point in the search. All other exits to the wood should be searched.
- The school office will contact the following three neighbouring properties by phone: Pilgrim Hall, Annan Court (Montessori Place) and Allium Farm – phone numbers are on the School Phone Number list in the Emergency Contact folders.
- The school office should contact one of the Principals by mobile phone if they are not on the school premises to inform them of the situation.
- If the child is not located after an extensive search and within 15 minutes of the initial search the school office will contact the police in liaison with the search co-ordinator.
- The parents will then be contacted by telephone to inform them of the situation.
- The search should meanwhile continue in the woods and neighbouring properties. The school office will also mount a search of the school premises.
- Once the child is found, the school office should be alerted immediately. The school office will immediately notify the Principal/designated person in charge. The school office will then contact anyone who has been notified of the missing child that the child has now been found; contacting parents must take priority if they have been contacted previously, followed by police, neighbouring properties etc.
- Should the child not be found the search should continue until the police arrive. The school will then follow the advice that is given by the police or other relevant authority.
- The school 'Critical Incident Plan' will then be put into operation by the Principal (or other designated member of staff in consultation with one of the school Principals).

Monitoring and review

This procedure is monitored by the Principals and staff of the school and will be reviewed in line with the school's Policy review cycle.