

MISSING CHILD PROCEDURE

- In the event of a child going missing the teacher responsible must immediately alert the Principal/school office or other designated person in charge.
- An immediate assessment of the last known sighting and any possible places the child might be will be undertaken.
- A search and call will then be organised by as many staff as possible ensuring other children are properly supervised.
- If the last known sighting of the child was within the school grounds - a member of staff should immediately be deployed to check the road outside the main gate and continue the search inwards from there. The member of staff should take a mobile phone so they can contact the school office at any point in the search. The office mobile should be made available for this purpose if necessary.
- 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 Principal 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 10-15 minutes of the initial search the police will be contacted by dialling 999.
- The parents will be then contacted by telephone to inform them of the situation.
- The search should meanwhile continue around the grounds and neighbouring properties.
- 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 (ie 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.