

Missing Child Procedure

In the unlikely event of a child reported as lost, the following procedure should be followed:

1. A member of staff noticing a child missing from the group/class should search carefully all the areas used by that group since the child was last seen to eliminate misunderstanding.
2. Staff should alert a senior member of staff to organise a search of the rest of the building, playgrounds and the outside of the perimeter fencing.
3. If the child is not found after **10 minutes**, the child's parents and police will be alerted.
4. Information will be sought from other children, according to age, and CCTV can be checked.
5. Staff will continue to liaise with the police and parents until the child is found.

After the Incident

- The Principal will communicate the incident to the Executive Principal, the Chair of Governors and The Trust Chief Executive.
- A meeting will be held with the child's parents to discuss the incident and explain additional strategies to prevent the incident from reoccurring.
- A written record of the incident and any action taken will be made as soon after the incident and placed on the pupil's CPOMs record. All staff will input any relevant information; including conversations with parents, carers, police, the Local Authority and any other person they feel has contributed to the collection of evidence.
- The Senior Leadership Team will conduct an internal investigation to establish how the situation occurred, how effective was the response and whether action could be taken to ensure it does not happen again. This information should also be collected in writing and put onto the CPOMS system.