

Greenwich House Independent School

Lost Or Missing Children Procedure

From the outset, please remember that there are many systems in place within the setting to prevent a child from leaving the premises or wandering into an unauthorised area. Keep calm and act logically, professionally and swiftly. Remember that you are part of a team.

If you suspect that a child is missing, first check the registers and confirm that the child was not ill the previous day or that his/her parents did not leave a message regarding a medical appointment or family holiday.

If the child was registered as present but is still missing, proceed as follows:-

Phase 1

- 1) Inform the Head Teacher, appointed representative Mrs M Morley or Mrs E Brindle - for the purpose of all documents appointed representative will mean these three people) who will access essential records regarding the child.
- 2) Check all exterior exits/entrances at the front of the school nearest High Holme Road. Check pavements at the front of the school and report any insecure doors (doors ajar etc).
- 3) Check the rear of the property including gardens and car park. Report any insecure gates/exits.
- 4) A colleague should simultaneously be checking the interior of the building including all toilets, classrooms etc.
- 5) Check and search local environment.

This phase should take no more than 5 minutes.

If search is unsuccessful:-

Phase 2

- 1) Telephone the police and parents simultaneously using 2 exterior telephone lines.
- 2) Should the telephone lines be in use intervene assertively and say that there is an emergency and that the conversation in progress should be curtailed without delay.
- 3) If for any reason all the telephones are inoperative within the setting (break down or sabotage), please use a mobile phone and remember to convey these numbers to the police and the child's parents - an emergency mobile phone is available in the Emergency or "Crash bag" located in Kindergarten 2.
- 4) Alert staff and request that lines are kept clear and open as possible whilst the emergency is in progress.

No other children's security should be compromised whilst this procedure is active.

- Await instructions from the police or other relevant emergency services.

- Calmly ask other children within the school if they have seen/saw the child, when and where.

- Ask if they have seen anyone unfamiliar inside or outside the building recently. Leave details (descriptions etc) to the police but remain present at interview until parents arrive.
- Cooperate with parents/police etc.
- Deal with parents /relatives sympathetically and remain focused on retrieving the child.

At the end of the emergency, a meeting all relevant staff and agencies will be held to inquire as to how

- a) the incident happened and**
- b) how it could be prevented from reoccurring.**

As well as the incident specific procedures detailed in this policy the Head Teacher or her nominated representative may implement the implementation of the Critical Incident Policy

Signed on behalf of the setting by;

..... Head Teacher

Date : reviewed Sept 2015
reviewed August 2017
reviewed August 2018
reviewed Sept 2021