

Heathfield House School

Missing Child Policy

The safety of all children is of paramount importance at Heathfield House School. Therefore the following policy has been put in place to ensure that all children are always accounted for and staff are aware of what to do if a child does go missing.

To prevent loss of children when moving from one area to another i.e. inside to outside, one class to another class, using local facilities, teachers must always ensure headcounts are done and that these match the register for that day.

On outings, all staff should take responsibility for the group of children by all staff carrying out regular headcounts. Children in Reception and Year 1 wear a sticker with the school's name and telephone number in case they go missing (see Educational Visits Policy).

This policy applies to all children within the school including those in the Early Years Foundation Stage.

There are a limited number of situations where a child could be lost and these are:

- Where a child wanders off on a school outing/ Physical Education lessons/swimming
- Where a child escapes from the playground
- Where the child is taken from the school by an unapproved adult

Should a child become lost the following action should be taken:

1. Alert the member of staff in charge who will make enquires of relevant members of staff as to when the child was last seen and where. Look at time when you initially notice the child is missing.
2. Ensure that the remaining children are sufficiently supervised and secure, one or preferably two members of staff should search the building, playground and immediate vicinity.
3. Inform Caroline Goodsman, Pauline Williamson or Rachel Sowerby as soon as possible regardless of where you are.
4. If the child cannot be found within **15 minutes** then the police and parents must be informed.
5. Continue to search, opening up the area and keeping in touch with mobile phones if available.
6. When the situation has been resolved members of staff should review the reasons for it happening and ensure measures are taken so that it does not happen again.
7. This should be written up on an incident form so that the situation can be evaluated and any changes in procedures that need to be made as a consequence of the incident.

Reviewed August 2020 by Pauline Williamson