The Meadows Primary School - Missing Child Policy
EYFS and KS1

Systems in place to minimise the risk of a child going missing

The school has the highest regard for the safety of the children in our care. Even when all precautions are properly observed, emergencies can still arise. Therefore all procedures below will be followed.

- All staff must be aware of how many children are present and do regular head counts, particularly when moving between areas.
- When moving between areas one member of staff must be in front of the children, preventing them from running ahead, and another at the back ensuring all children stay together.
- Key workers of children new to the setting should take extra care and ensure the children know the boundaries of where they can and cannot go.
- All staff are responsible for ensuring all entrances and exits to the premises are secure and that children cannot leave premises unaccompanied at any time.
- If groups of children are taken off the premises all procedures for the correct and appropriate supervision of the children, including risk assessments etc are carried out in line with the Educational Visits Policy

Registration is taken at the beginning of the school day and immediately after the children's return from lunch to ensure all are present.

Missing Child Procedures

All staff - Keep calm

1. Member of staff in charge of the children - Raise Alarm and initiate two members of staff to search our premises and outdoor area.
2. Office staff upon instruction from a member of staff to operate 'lock down' system to secure electronic gates
3. Report to the Headteacher, Deputy Head teacher or Senior Management on school site immediately.
4. Contact parent – using emergency contact details provided, encourage to keep calm
5. Organise a wider site and buildings search
6. Check any known friends

6. IF UNSUCCESSFUL AFTER 15 MINUTES MAXIMUM PHONE POLICE
7. Throughout advise parent to remain at home and ring around any people that the child may have gone to
8. Ensure other children are looked after. Please note in order to avoid a period of anguish that the procedures for arrival and collection of children must be adhered to.

Children must never be allowed off the premises during school hours with anyone without parental consent.
All school visitors are requested to sign in and are identified by a visitors badge when on site.
All visitors are requested to sign out.
At all other times the DOORS AND GATES are kept secure.
ABOVE ALL, STAY CALM

Signed _____
Chair of Governors

Date _____

Review Date _____