



## Lost Child Procedure

*At Hamsterley Primary School we will ensure that children and their families will be offered a safe and stimulating environment within which children can have fun, be happy and flourish.*

*Even when all precautions are properly observed, emergencies can still arise. Therefore members of staff will undertake periodic head counts. If for any reason a member of staff cannot account for a child's whereabouts during a session at the breakfast club, pre-school sessions, after school session or school session the following procedure will be activated:*

1. If a child goes missing from the school, school grounds or from a school visit, the teacher / most senior teacher on duty will initiate an immediate search of the premises or area by a member(s) of staff without causing undue panic.
2. If the child is not found, then a member(s) of staff will be allocated to search the surrounding area, and the Headteacher / Deputy Headteacher informed immediately.
3. If the child is still not found, a member of staff, having informed the HT or Deputy HT, will contact the police giving a full description of the child and requesting an immediate and full search of the area.
4. The parents / nominated carers will be contacted by the HT / Deputy HT / or other Nominated Person at the same time as the police are informed.
5. At all times staff will ensure the safety of the remaining children is paramount, giving due consideration to staff/children ratios.
6. Contact First Contact / Social Care Direct on **03000 267 979**.
7. After the incident, a full written report will be recorded and copies given to all the relevant parties involved.
8. A full review of security procedures will be carried out, and guidance and procedures will be updated and implemented as required.
9. Staff **must not** discuss any missing child incident with the press without taking advice from county.
10. Staff will adhere to the schools confidentiality policies and will not share information via any means such as social networking sites.

This policy was reviewed July 2019

It will be reviewed July 2020, or when legislation requires if earlier.

Signed \_\_\_\_\_

L Cowans

T Pitt

Headteacher

Chair of Governors

Review Date: July 2019	Review by Governors: July 2019	Adopted Date: Oct 2019	Next Review Date: July 2020
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