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St. Aubyn's School Lost Child Procedure

Aim

In the event that a child is lost at St Aubyn's school, including EYFS, we will ensure that:

- a search is made immediately,
- parents and other authorities are informed at the appropriate stage and a high level of care is maintained to other children at the School.

Procedure

- Check the register to confirm that the child came to School.
- Ascertain where the missing child was last seen.
- The Head of Department (HoD) will send a member of staff to make an initial search. The HoD should try to establish from other staff information regarding the missing child's state of mind, clothing, time and place of last sighting.
- The HoD will contact the School Office, who will inform the Headteacher.
- Maintenance Department will 'sweep' the School grounds and outside perimeters, starting with the road outside the School.
- Thoroughly search all rooms, cupboards etc. Staff will need to feedback to the Headteacher and the HoD immediately.
- The Office will check if the lost child has siblings in school and will get any relevant information from him/her to the HoD and Headteacher.
- The Headteacher will inform the Police (depending on circumstances this will be no later than 1 hour after the child has been reported missing) and the parents of the situation.
- If parent's come to School, they should follow the child's normal route.
- Telephone lines should remain as free as possible.
- School activities should continue as normal.

Reviewed January 2017/LB