



Cowling Community Primary School



Missing / Lost Child Procedure

In the unlikely event that a child goes missing within/from the school, the following procedures will be implemented immediately:

- The headteacher will be informed immediately.
- All staff on the premises will be informed and deployed to start an immediate thorough search of the school spaces both indoor and outdoor, followed by a search of the surrounding area, ensuring that all other children remain supervised, calm, and supported throughout.
- The headteacher will carry out a second search of the school spaces, and if the child is not accounted for, the headteacher will contact the Police using the emergency number. A staff member (with Walkie talkie) will also be sent to search the surrounding school area.
- The headteacher will also contact the parents of a missing child.
- During this period, staff will be continually searching for the missing child, whilst other staff maintain as near to a normal routine as possible for the rest of the child's in the school.
- The headteacher will meet with the parents and the Police and await further instructions.
- Throughout this time the staff will continue to search all school spaces whilst maintaining the safety and supervision of all other children and minimising any distress by maintaining as normal a routine as is possible.
- Once the child has been found the incident must be recorded in writing.
- With incidents of this nature, the child, other children, parents, and staff may require support and reassurance following the traumatic experience.

Extended Services procedures

- During Breakfast Club all children will remain within the hall with staff and the potential exits from the entrance area are protected by locks which are child-

proof. Therefore, it is highly unlikely that a child would ever be missing. If such a situation did occur the procedure stated above would be followed with the headteacher being contacted by phone if not yet on the premises.

- During After-school club the normal security systems will remain in operation regarding entrance doors, internal doors, and play-ground gate. When inside the building both staff will always be with the children, numbers are small, and it is highly unlikely that a child would ever be missing. If the children are outside the building the playground will be secured, numbers are small, and they will always be supervised by at least one adult within any school space. Again, it is unlikely that a child would ever be missing but if this should occur the procedure stated above would be followed with the headteacher and other emergency contacts being contacted by phone if no longer on the premises.

Post incident

- All incidents will be recorded in writing as soon as is reasonably practical.
- The headteacher will carry out a full investigation once the child has been found and taken any appropriate actions.
- A risk assessment will be conducted following any incident of this nature to enable the chance of this reoccurring to be further reduced.
- The headteacher will report to the local authority after this incident. – Major incident policy.
- The headteacher will share the findings of the investigation and any actions taken if applicable to the parents, chair of governors and the local authority.

Procedure agreed: 25/04/2024

Date of next review: 25/05/2025