



Athelstan CP School Lost Child policy

In the unlikely event of a child going missing from Athelstan School, the following procedure will be implemented immediately:

- All staff will be aware of the procedure when a child goes missing and supply information to support the search, e.g. a recent photograph and a detailed description of clothing.
- The manager will be informed immediately who will inform school staff as set out in the schools policy. All staff present will be informed. Some staff will be deployed to start an immediate thorough search of the setting, followed by a search of the surrounding area, whilst ensuring that some staff remain with the other children so they remain supervised, calm and supported throughout.
- If a child is not located the Head teacher / SMT will call the police as soon as they believe the child is missing and follow police guidance. The parents of the missing child will also be contacted
- During this period, available staff will be continually searching for the missing child, whilst other staff maintain as near to normal routine as possible for the rest of the children in the setting.
- In the unlikely event that the child is not found the setting will follow the local authority and police procedure.
- Any incidents must be recorded in writing as soon as practicably possible including the outcome, who was lost, time identified, notification to police and findings.
- OFSTED must be contacted and informed of any incidents
- With incidents of this nature parents, carers, children and staff may require support and reassurance following the traumatic experience, management will provide this or seek further support where necessary.
- In any cases with media attention, staff will not speak to any media representatives.
- Post-incident risk assessments will be conducted following any incident of this nature to enable the chance of this recurring to be reduced.