



Lost Child Policy

At St Joseph's and St Thomas More Primary Schools 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.

If a child goes missing the following actions will take place:

- The teacher/most senior teacher on duty will initiate an immediate search of the premises/area by a member(s) of staff without causing undue panic.
- If the child is not found then a member(s) of staff will be allocated to search the surrounding area.
- If the child is still not found, a member of staff will contact the police giving a full description of the child and requesting an immediate and full search of the area.
- The parents/nominated carer will be contacted.
- At all times staff will ensure the safety of the remaining children is paramount giving due consideration to staff/child ratios.
- After the incident a full written report of the incident will be recorded and copies given to all relevant parties involved.
- A full review of security procedures will be carried out, guidance and procedures will be developed and implemented as required.

This policy was reviewed October 2016. It will be reviewed annually or when legislation requires us to do so.