

## **NORFOLK HOUSE SCHOOL: Missing Child Policy**

The safety and security of children in our care at School is absolutely paramount. Every care is taken to ensure that the children are accounted for at all times.

### **Procedures:**

- Formal registration is taken in the morning at 8.40am and in the afternoon at either 1pm (for Reception and Key Stage One) or 1.30pm (for Key Stage Two)
- The staff maintain the appropriate high level of supervision throughout the day and are aware of the location of the children in their care at all times
- When on excursions outside the school premises, staff implement strategies to maximise the safety and security of the children in accordance with the school's Health & Safety Policy and Educational Visits Policy

### **Missing Child**

In the unlikely event that it is suspected that a child has gone missing, the following procedure will be followed:

- Staff will maintain the safety and well-being of other children
- A roll call will be taken
- A member of the Senior Management Team and at least one other member of staff will search the immediate vicinity
- If the child is not found after approximately 10 minutes, the School will contact the parents and then the Police
- Once the Police arrive all relevant information about the child will be given. The police will then take over the search
- If off-site, one teacher will remain with the group of children whilst the other teacher will search the immediate vicinity for the missing child. Help will be requested of the venue where the group is present at. If the child is not located within 5 minutes, parents then the Police will be notified
- When the child is found a full investigation will take place, which the Headmaster will chair. Recommendations of the investigation team will then be implemented into school policy

**Review: September 2011**