



PROCEDURE FOR A LOST OR UNACCOUNTED FOR CHILD

Person(s) responsible for this policy		Deputy Headmistress (pastoral), Second Master, Head of Prep School	
Last review by	Richard Hinton	Review date	September 2019
Date of next review		September 2020	

Procedure for an Unaccounted for Child

Pupils are dropped off at the beginning of the day and are registered at 8.30 am. They are registered a second time after lunch at 1.30 pm.

The younger pupils tend to have their own teacher for most of the lessons and are escorted around school. Teachers should be aware of where their pupils are. The older pupils may move around school and have different teachers. Individual lesson times, or notes about a child leaving early should be written on the class notice board.

We are a large school and it can take some time to move from one place to another however if a child is unaccounted for the teacher should:

- Ask either an older child or a Teaching Assistant to check their nearest cloakroom, the medical room and possibly whether they have an individual lesson.
- If the child cannot be found the Head of Prep (or a senior member of staff) should be told.
- In the first instance the teacher should try to ascertain when and where the child was last seen. The office staff should check that the child has not been signed out and check whether the child has been treated in the medical room. The TAs and any spare members of staff will be asked to start a search. They should call the child's name as they search.
- Check that all external doors and gates are closed.
- Do a quick check of the road outside.
- Check the outside play areas and changing rooms.
- Send a message to all class teachers to ask if the child is in their room.
- Check the sports hall, assembly hall and gallery.
- Starting at the ground floor check each floor level paying attention to non-class based areas such as practice rooms.
- One member of staff should take each staircase.
- The Head of Prep will then ring the fire alarm so that the building will be evacuated as in a fire practice and a full head count taken and another sweep of the school made.
- The police and parents will be phoned. A photograph of the child will be printed for the police.

Procedures for Lost Child

On a school visit staff should be aware of where all members of the group are at any one time. Pupils should be closely supervised. They should be counted regularly. If a child becomes lost the remainder of the group should be gathered together as quickly as possible and the teacher in charge should ascertain where and when the child was last seen. A member of staff should check the surrounding area and the last sighting place. If the group is in a museum or such like their staff should be alerted that a child is

missing. The Head of Prep should be phoned and kept informed. If the child is not found within 10 minutes the teacher in charge should phone the police.

The Head of Prep will contact the Head Master and the parents.