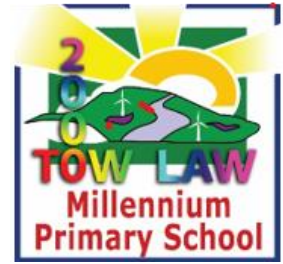


# **Lost Child Procedure**



## **Tow Law Millennium Primary School**

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 teacher / most senior teacher on duty will initiate 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.

Signed \_\_\_\_\_ Dated \_\_\_\_\_