



Lost or Missing Child Policy

1. Introduction

In the event of a child going missing, Loughton School recognise the need to make sure that the safety of all children on site is not compromised.

2. Registration

Pupils are registered in the morning by 8.50 am and early afternoon by 1.25 pm. Staff are aware of the need to be constantly vigilant and to check that they have all children accounted for. Children attending Before and After School Clubs will be registered on arrival and signed out when they leave After School Club.

3. Search process

As soon as a child is thought to be missing, staff member must notify the DSL and reception to make sure that the child has not been collected legitimately by parent or have contacted the school via Parentmail/phone/website.

Staff will be asked to check all areas; allocated areas are appointed to each staff member to ensure that checks can be made quickly and without causing panic.

Staff should report results of their area search to a designated person in reception.

If a child is found, staff will be notified by radio.

4. Missing Child notification

If child is not found, then school will contact parents and police.

If parents are not contactable, then the additional contacts on the Childs registration form will need to be contacted.

The police will need to know :-

- Where you are (address of school)
- The next of kin of the child.
- A detailed description of the child, including age, sex and as much information about their clothing as possible working down from head to toe.
- The circumstances of the incident, including anything that may have triggered the disappearance
- how long the child has been missing

- where they were last seen
- If there was an argument (older child).
 - Who is looking for the child, where are they, do they have a mobile with them, what is the number?

Loughton School will document the incident so far, including any conversations and advice from the police.

5. Notifying relevant bodies

- The Chair of Governors will be informed and kept up to date on the situation.
- In the event that the child is not found within 3 hours - Ofsted will also be informed by the Headteacher.

6. Once Child is found

- Headteacher will inform Chair of governors
- Headteacher will inform OFSTED
- Ofsted will need to be informed of the outcome, in writing.

7. Internal Investigation

An internal investigation will need to take place which should include a risk assessment to make minimise the risk of it happening again.