

# Greenwich House Independent School

## Lost Or Missing Children Procedure

From the outset, please remember that there are many systems in place within the setting to prevent a child from leaving the premises or wandering into an unauthorised area. Keep calm and act logically, professionally and swiftly. Remember that you are part of a team.

If you suspect that a child is missing, first check the registers and confirm that the child was not ill the previous day or that his/her parents did not leave a message regarding a medical appointment or family holiday.

If the child was registered as present but is still missing, proceed as follows:-

### Phase 1

- 1) Inform the Head Teacher, appointed representative (Mrs A Brindle, Mrs M Morley or Mrs E Brindle - for the purpose of all documents appointed representative will mean these three people) who will access essential records regarding the child.
- 2) Check all exterior exits/entrances at the front of the school nearest High Holme Road. Check pavements at the front of the school and report any insecure doors (doors ajar etc).
- 3) Check the rear of the property including gardens and car park. Report any insecure gates/exits.
- 4) A colleague should simultaneously be checking the interior of the building including all toilets, classrooms etc.
- 5) Check and search local environment.

**This phase should take no more than 5 minutes.**

If search is unsuccessful:-

### Phase 2

- 1) Telephone the police and parents simultaneously using 2 exterior telephone lines.
- 2) Should the telephone lines be in use intervene assertively and say that there is an emergency and that the conversation in progress should be curtailed without delay.
- 3) If for any reason all the telephones are inoperative within the setting (break down or sabotage), please use a mobile phone and remember to convey these numbers to the police and the child's parents.
- 4) Alert extension 20 (School Office) and request that lines are kept clear and open as possible whilst the emergency is in progress.

**No other children's security should be compromised whilst this procedure is active.**

- Await instructions from the police or other relevant emergency services.

- Calmly ask other children within the school if they have seen/saw the child, when and where.

- Ask if they have seen anyone unfamiliar inside or outside the building recently. Leave details (descriptions etc) to the police but remain present at interview until parents arrive.

- Cooperate with parents/police etc.

- Deal with parents /relatives sympathetically and remain focussed on retrieving the child.

**At the end of the emergency, a meeting all relevant staff and agencies will be held to inquire as to how**

**a) the incident happened and**

**b) how it could be prevented from reoccurring.**

Signed on behalf of the setting by;

..... Head Teacher

Date : reviewed Sept 2015

reviewed August 2017