



OUR LADY STAR OF THE SEA PRIMARY SCHOOL

Lost Child Policy

Our Lady Star of the Sea RCVA Primary School will ensure that children and their parents/carers will be offered a safe and stimulating environment within which children can flourish.

If a child goes missing the Exec. Headteacher or Assistant Headteacher (in the absence of the EHT) will:

- Initiate an 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 request 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 and ensure that adult/child ratios are met.

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.

All teaching, non-teaching and supervisory staff to be made aware of the above procedures.

Date:

Date of next review:

Signed _____ **(Head Teacher)**

Signed _____ **(Chair of Governors)**

