

Escomb Primary School

Missing Child Procedure

If a child goes missing, the teacher / most senior teacher on duty will initiate an immediate search of the premises/area by a member(s) of staff without causing undue panic. HT/DHT will be informed.

If the child is not found then a member of SLT will be allocated to search the surrounding area.

If the child is still not found the most appropriate member of staff will be allocated to 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.