



Highfields Independent School and Day Nursery

Missing Child Policy

Last Reviewed:	Nov 2015	Approved on:	Nov 2015
Committee Responsible:	Pupil and Personnel	Next Review:	Nov 2017
Approved by:	Full Govs		

If a child goes missing during a session, Highfields School and Nursery will apply the following procedure:

Ensure that all other children continue to be supervised appropriately while a search for the child concerned is carried out.

Organize the remaining available responsible adults to conduct a search of the surrounding area allocating each individual to a specific area. Request all those searching report back within a short time, dependent on the size of the area being searched and the child's age and level of development.

If the child cannot be found after a good search of the immediate surroundings, contact the child's parents to advise them of the concern and reassure them that everything is being done to locate the child.

Make a note of the circumstances in which the child has gone missing and where he/she was last seen and prepare a detailed physical description of the child, to include their hair and eye colour, approximate height and build and clothing he/she was wearing, as the police will require this.

Report the concern to the police if the search is unsuccessful and no later than 30 minutes after the initial missing person report if the search is ongoing. Or 15 minutes for KG pupils.

Follow police guidance if further action is recommended and maintain close contact with the police.

Report the incident to the designated safeguarding officer.

Ensure that you inform all adults involved including the parents, searchers and police if at any stage the child is located.

Headmaster's signature: