



Lost Child Policy

There are a limited number of situations where a child could be lost and these are:

- Where a child wanders off on an outing
- Where a child gets out of the playground
- Where a child is taken from school by an unapproved adult (see Collection of Children Policy)

Should a child become lost on a school trip or walk the following action should be taken:

1. Alert the member of staff in charge who will make enquiries of relevant staff and parent helpers as to when and where the child was last seen.
2. Remember the safety of the other children, with regard to supervision and security.
3. Having ensured that the remaining children are sufficiently supervised and secure, one or preferably two adults should search the venue and the immediate vicinity.
4. If the child cannot be found within five minutes the security staff at the venue should be informed and their procedures followed.
5. Continue to search, opening up the area, keeping in touch by mobile phones if available.
6. Notify the school and the Head Teacher will notify the parents of the lost child.

Should a child become lost on the premises the following action should be taken:

7. Alert the member of staff in charge who will make enquiries of relevant members of staff as to when and where the child was last seen.
8. Remember the safety of the other children, with regard to supervision and security.
9. Ensuring that the remaining children are sufficiently supervised and secure, one or preferably two members of staff should search the building, playground and immediate vicinity.
10. If the child cannot be found within fifteen minutes the Headteacher will notify the police and the parents.
11. Continue to search, opening up the area and keeping in touch with mobile phones if available.

When the situation has been resolved members of staff should review the reasons for it having happened and ensure measures are taken to ensure that it does not happen again.

[This policy is monitored by the Headteacher and the Trustees and will be reviewed annually.](#)

Signed:

Date: