



In the Event of a Missing Child (Main Site)

1. **This is an emergency situation and therefore the Headmaster or a member of the SMT must be informed before a search is undertaken.**
2. First Action: Phone Main Reception.
Check in some of the more obvious places like the peripatetic music rooms, LAMDA room in Noweto, toilets and the LSC area.
Inform a member of the SMT of the outcome. A member of the SMT (or LS) will put out a search of the school grounds using the cards in LS's office.
3. The Search Cards are kept in Headmaster's Secretary's office in a plastic file behind the door.
4. A search of the school grounds will be carried out, co-ordinated by the SMT. The school has been divided into 12 specific areas and any available members of staff will be asked to take a card and search that area. (The school nurse's telephone number is quoted should you need it.)
5. Please return Search Cards to Headmaster's Secretary and wait for an update on the situation from the member of the SMT.
6. Any such incidents are recorded in a file note and given to the Headmaster.

JCT/RMA

Date of policy: 1 February 2014

Updated: January 2015 & February 2017

FULL date of policy: 12 February 2018

Date of policy renewal: 1 February 2019