



**BEVENDEAN
ACTION TO BE TAKEN SHOULD A CHILD GO MISSING AT
BEVENDEAN OR MAIN SCHOOL SITE POLICY**

If a child is found to be missing following a head count and is not immediately located in last venue e.g. playground after play:-

MINI TRANSITION AND TRANSITION

The Head of Year must be informed who then informs the Office/Headteacher.

Depending on the time of absence:

- If the perimeter is secure, all TAs assist with the search leaving teachers with classes.
- If the gates are open, any available staff are asked to assist.
- The TAs in Transition Blue and Green search Michael's Building
- The TAs in Transition Red and MTs rooms 4 (and 5) search the main building and Transition block.
- All TAs check the outdoor area.
- If unsuccessful after 10 minutes, the Headteacher should be informed immediately. The Headteacher will then call the police and inform the parents.

RECEPTION

The Head of Year must be informed who then informs the Office/Headteacher.

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- If the gates are open, any available staff are asked to assist.
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YEAR 1

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- **It is important to do the checks as fast as possible without missing a hiding child who knows they will be in trouble when found.**

The Paddock

If a child goes missing whilst at the Paddock, the whistle will be blown to bring all children back to 'base camp'. There will then be a headcount. A member of staff will stay with the children while the other member of staff will look for the missing child. The staff will also use their mobile phone to call the office.

Action to be Taken Should a Child Go Missing When Off Site

(see Outings Procedure)

- In accordance with the risk assessment for taking children off site, every adult on the trip has a mobile phone number which is recorded on the outings form.
- All trips are staffed at the optimum child to adult ratio.
- Every adult is assigned a group of children for whom they are responsible. Lists of groups are recorded on the outings form.
- The person in charge of the outing, usually the Head of Year, and the person(s) responsible at the venue (if applicable) should be informed immediately.
- Having reassured themselves that the rest of the children are secure and left with a responsible member of the party, the group leader, from whose group the child went missing, should start an immediate search, retracing their steps.
- If the missing child is not located within 30 minutes the Head of Pre-Prep must be informed and the Police must be called.

R Samson

Date of Policy: 1 February 2018

Date of Policy renewal: 1 February 2019