

VERWOOD C.E. FIRST SCHOOL AND NURSERY



Howe Lane, Verwood, Dorset, BH31 6JF - Tel. 01202 822652

Missing Child Policy

Children's safety is our highest priority, both on and off the premises. Every attempt is made, to ensure the security of children is maintained at all times. In the unlikely event of a child going missing, our missing child procedure is followed:

Child going missing on the premises:

As soon as it is noticed that a child is missing, the child's key person/the relevant member of staff alerts our Child Care Leader. The other children within Nursery are gathered together in one group and the register is checked to make sure no other child has also gone astray. The children will remain in a group for an activity such as reading a story. This will enable more staff members to search for the child. The other children will be asked if they have seen the missing child but without alarming them. Staff will establish where and when the child was last seen. Our Child Care Leader will carry out a thorough search of the building and garden.

Doors and gates are checked to see if there has been a breach of security whereby a child could wander out and if the child is not found, our Child Care Leader will inform the Headteacher and a thorough search will be made of the whole school premises, parents/carers will be telephoned trying not to alarm them more than necessary. If the child has still not been found the Headteacher will call the police immediately and report the child as missing. If it is suspected that the child may have been abducted, the police are informed of this. Once the police have been notified, Ferndown Social Services will be phoned (01202 877445) and OFSTED will be informed.

A recent photo and a note of what the child is wearing is given to the police. Our Headteacher contacts the School Chair and reports the incident. The Chair comes to the School immediately to carry out an investigation, where appropriate.

A full list of events will be recorded, relevant risk assessments will be reviewed.

When the child is found they will be comforted and reassured as necessary.