

Moorland Waldorf School

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Missing Child Procedure

Policy Reviewed: June 2022

Next Policy Review Date: June 2023

There are a limited number of situations where a child could go missing. These are:

1. A child wanders off on an outing;
2. A child leaves the MWS premises without authorisation;
3. A child is taken from MWS by an unapproved adult;
4. A child does not arrive at school (and school is not informed of absence) or fails to return to MWS for a given session.

The aim of this policy is to ensure that, should a child go missing, he or she is found as quickly as possible without compromising the safety of other children.

If a child is missing or lost, the following action should be taken.

1. Alert the teacher in charge who, after checking the register, will make enquiries of relevant members of staff as to when and where the child was last seen;
2. Ensuring that other children are sufficiently supervised and secure, one (or preferably two) members of staff should search the immediate vicinity;
3. If the child cannot be found after 15 minutes of commencing the search, then the parents/carers and the police must be informed;
4. Continue to search, widening the area and keeping in touch;
5. When the situation has been resolved, members of staff should review the reasons for its happening and measures to be taken to ensure that it does not happen again; a report should be written in the incident book for consideration at the weekly staff meeting; parents/carers should be informed.

Other relevant policies:

- Child Protection and Safeguarding Policy.
- Attendance Policy (following up on absence)

Endorsement:

Name: Linda Parker

Position: Chair of ECTE

Signed: 11/06/2022