

Bishops Down Primary School

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WAC – Lost Child Procedure

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| Date Agreed: | 23 rd November 2015 |
| Date for Review: | by 23 rd November 2017 |
| Updated by: | WAC Manager |
| Reviewed by: | Headteacher |

Lost Child Procedure

1. A member of staff noticing a child missing from the group should search carefully all the areas used by that group since the child was last seen to eliminate misunderstanding.
2. Staff should inform Manager or designated Supervisor to organize a search of the rest of the building and outside area including toilets.
3. If the child is not found, the Designated Safeguarding Lead (Mrs Clare Owen) and the child's parents should be alerted.
4. Information can be sought from other children in the group according to age.
5. A member of staff should search outside the building, to look if there is any information to suggest the child's possible whereabouts or direction of travel.
6. If the child is not found after **15 minutes** the police will be called.

Policy revised by WAC Manager and Headteacher November 2015

To be reviewed November 2017