



LEICESTER PREPARATORY SCHOOL

Stoneygate College

Lost Child Policy

Reviewed by the appropriate staff October 2014

Next review due in October 2015

In the event of a child going missing the following should occur:

- Inform the Person in Charge (Headmaster or deputy);
- The Person in Charge gathers all the staff and children together and marks those children present against the registers;
- The Person in Charge and a staff member will undertake an area search, e.g. the venue itself and the immediate area outside of the building;
- The Person in Charge should alert other members of staff if at off-site venue and seek their assistance;
- Should the child not be located, then the Person in Charge will contact the police and the parents/carers of the child and the School Directors;
- A report should be written up as soon as possible after the event. This should be discussed by all relevant staff and a copy sent to the Directors;
- The incident will be recorded in the Incident Book.