

Safeguarding and promoting children's welfare

Lost Child Procedure

At North Park Primary School we will ensure that children and their families will be offered a safe and stimulating environment within which children can have fun, be happy and flourish.

If a child goes missing, the teacher / most senior teacher on duty will initiate an immediate search of the premises/area by a member(s) of staff without causing undue panic.

If the child is not found then a member(s) of staff will be allocated to search the surrounding area.

If the child is still not found a member of staff will contact the police giving a full description of the child and requesting an immediate and full search of the area.

The parents/nominated carer will be contacted.

At all times staff will ensure the safety of the remaining children is paramount giving due consideration to staff/child ratios.

After the incident a full written report of the incident will be recorded and copies given to all relevant parties involved.

A full review of security procedures will be carried out, guidance and procedures will be developed and implemented as required.

Welfare requirement – Safeguarding and promoting children's welfare

The provider must take necessary steps to safeguard and promote the welfare of children.

Reviewed Oct 2013

It will be reviewed Oct 2014 or when legislation requires us to do so.

Signed _____