



St Mary's
Colchester

LOST/MISSING PUPIL PROCEDURE (including EYFS)

At St Mary's we are committed to promoting children's safety and welfare. In the unlikely event of a child going missing within the Kindergarten or school, we have the following procedure which will be implemented immediately.

Even when all precautions are properly observed, emergencies can still arise. Therefore members of staff will undertake periodic head counts, especially as the pupils move around the building between lessons and the outdoor environment.

If, for any reason, a member of staff cannot account for a pupil's whereabouts the following procedure will be activated:

- The Director of Senior School/Director of Lower School/Kindergarten Manager will be informed immediately and all staff present will be informed. Some staff will be deployed to start an immediate thorough search of the school/Kindergarten, followed by a search of the surrounding area, whilst ensuring that some staff remain with the other pupils so they remain supervised, calm and supported throughout
- The Director of Senior School/Director of Lower School/Kindergarten Manager will call the police as soon as they believe the pupil is missing and follow police guidance. The parents of the missing pupil will also be contacted
- A second search of the area will be carried out
- During this period, available staff will be continually searching for the missing pupil, whilst other staff maintain as near to normal routine as possible for the rest of the pupils in the school/Kindergarten
- The Director of Senior School/Director of Lower School/Kindergarten Manager will meet the police and parents
- The Director of Senior School/Director of Lower School/Kindergarten Manager will then await instructions from the police
- In the unlikely event that the pupil is not found the school/Kindergarten will follow the local authority and police procedure.
- Any incidents will be recorded in writing as soon as practicably possible including the outcome, who was lost, time identified, notification to police and findings
- With incidents of this nature parents, carers, pupils and staff may require support and reassurance following the traumatic experience. Management provides this or seeks further support as necessary

- Post-incident risk assessments will be conducted following any incident of this nature to reduce the likelihood of reoccurrence.
- Policies and procedures will also be reviewed and any changes implemented
- In cases where either the Police or Social Services have been informed, the relevant body (either ISI or Ofsted as appropriate if necessary) will be informed as soon as is practical

Reviewed/Approved: November 2019
Next Review: Autumn 2020