

## Lost Child Procedure Transition and Lower One.

Date;

Class;

Name of Child ;

When was the child last seen ?

Where ?

By whom ?

At what time was the child last seen ?

At what time was it noticed that the child was missing ?

Action.

REMAIN CALM! Panic achieves nothing. Utilise as many staff as possible.

Inform Senior Teacher Pre – Prep.

Instigate search of local area to include the following.....

Toilets in Transition.

Teachers Cupboard in Transition.

Playhouse.

Under Tables.

Behind clothes rack in Transition .

Foyer area particularly under the computer desks.

Staffroom .

Staff Toilet.

Lower One classrooms to include their playhouses , cupboards and under tables.

Check under the stairs and then the upstairs areas of the Pre-Prep to include toilets , cupboards and under tables .

Meanwhile dispatch a member of staff to check the small outside walkway area and to see if the gates are open or closed. Check the Ecclesiastical hallway area, check the nearest Junior classrooms UII and LIII and raise the alarm with them.

Send another adult to check the area around and under the portacabins and the dust bins.

If a thorough search of the immediate area proves fruitless inform the Headteacher. The Headteacher will inform the police and parents and advise on the next steps to be taken.