



Comper Foundation Stage School

Lost Child Procedure

(Draft -To be ratified at FGB October 13th 2022)

In the event of a child being found missing during a school day or on an outing, the following procedure must be followed:

1. Check all possible places where the child might be in the immediate vicinity.
2. Talk to all staff members, additional adults and children to determine where/when the child was last seen. Talk sensitively to other children to avoid causing alarm.
3. If the child is not found after careful searching of the local vicinity within 10 minutes, raise the alarm by telephoning:
 - The child's parents
 - The police on 999
 - Headteacher at SSMJ
 - The Chair of Governors, Jesper Ekelund
 - Education Safeguarding Advisory Team (ESAT)
4. After the event, review security procedures and Risk Assessments. Write new Risk Assessments, Evacuation Plans etc. as necessary.
5. Inform Ofsted

CONTACT TELEPHONE NUMBERS

Police	Tel: 999
Comper Foundation Stage School,	Tel: 01865 245768
Jesper Ekelund, Chair of Governors	Tel: 07729109787
ESAT	Tel: 01865 810603
Ofsted	Tel: 0300 123 1231

Protocol Agreed by the Governing Body on:

Signed: Chair of Governing Body

Review Date: October 2024