

## LOST / MISSING CHILD POLICY

1. As soon as it is known that a child has left the premises, it should be reported to the person in charge, e.g. Teacher or Senior Nursery Nurse, and Mrs Fletcher.  
  
If necessary inform the Community Police and the child's parents/guardians.
2. Two members of staff are to search the surrounding area and report back to School staff and/or Holiday/Late Club staff
3. All incidents of a child leaving the premises should be recorded in the incident book and reported to parents and carers.
4. If a child persistently leaves the premises, then they will be unable to attend Holiday Club, Early Club, etc.

**Signed:** .....

**Mrs S.M.G. Fletcher**  
**Headmistress**

**Dated: September 2015**

**Review: September 2017**