

LOST CHILD PROCEDURE WITHIN LOWER SCHOOL

Upon noticing a child is missing:

- Ask other staff members in your room if they have seen the child
- Call the child's name
- Look for any signs of open doors
- Open doors between rooms and enquire if they have seen the child.
- Any available staff to look for child within their rooms
- If the child has not been found within three minutes, call the Head of Lower School
- Head of Lower School and one member of staff will then take the search on.
- They will split, one staying inside, one looking in the immediate surrounding area outside the Lower School
- They will call the main school for assistance if the child has not been found within ten minutes
- The Emergency Services and the child's parents will be contacted after 1/2 hour.

LOST CHILD PROCEDURE ON OUTINGS

STAFF

- Always stay with your allocated children
- Always stay with your allocated team member of staff
- Do not wander off with children on your own
- Someone within you group should have a mobile and know other group numbers

UPON NOTICING A CHILD IS MISSING

- Scan immediate area for sign of child
- Ask children to sit together in a group and count them
- One member of staff to stay with children at all times (contact other groups at venue via mobile/walkie talkie, relay situation to bring all groups together releasing other staff to search)

- Other staff to start immediate search keeping in contact with main group as much as possible
- Designated member of staff to contact nearest venue employee immediately and relay situation. Ask for assistance.
- If child is not found in ten minutes, make sure that contact with the Head of Lower School has been made.
- Emergency Services to be contacted after 1/2 hour
- Parents to be contacted after 1/2 hour of searching.

LOST CHILD PROCEDURES ON WALKS IN SCHOOL GROUNDS

UPON NOTICING A CHILD IS MISSING

- Scan immediate area for sign of child
- Ask children to sit together in a group and count them (After three minutes if the child has not been found, remaining staff to escort children back to Lower School via most direct route)
- One member of staff to leave group and start to retrace steps
- If child is not found within three minutes call main school for help, stating where you are and which direction you went.
- Available staff member from Lower School will go and help in the search taking a mobile phone with them.
- Main school will be contacted after ten minutes for assistance in the search.
- Emergency services and parents will be contacted after 1/2 hour of searching.