

## **Early Years Foundation Stage**

### **Lost Child Policy**

In the unlikely event of a girl going missing from the school the following procedure will be implemented:

- All staff will be informed and an immediate search of the Early Years area will be made, ensuring that all other children remain supervised throughout;
- a staff member will notify the Head of Junior School- Amanda Hardie;
- the Head or delegated Deputy (Claire Williams) will carry out a second search;
- if the child has not been accounted for, the Head of Junior School will contact the Police;
- the Head will then contact the Parents of the missing child;
- during this time the staff will be continually searching for the missing child, whilst the department runs as near to a normal routine as possible;
- the Head of Juniors will then wait for instructions from the Police;
- any incidents will be recorded in writing and reported to the GDST and OFSTED.

### **Uncollected Child Policy**

If a child remains at School after closing times then the following will be implemented:

- All staff will be informed to check whether a message has been taken.
- The parents will be contacted and if unsuccessful emergency contacts will be tried.
- If the School is closing then staff must contact the Head/ Deputy.
- The Head of Juniors will liaise with the Head of School who will decide if external agencies should be called.
- The incident will be recorded in writing on CPoms.

Reviewed August 2021  
Next Review Date August 2022