



LONG CLOSE SCHOOL

Missing person policy

Nursery

If a child goes missing from the Nursery there will be a total lock down of the nursery and staff will search for the child, checking all rooms, cupboards and other potential hiding places. If the child is not found there will be a total shut down of the school site whilst all available staff search for the child. If child is still missing a member of the SLT will call the police and inform the parents.

Reception, Preparatory School and Senior School

If a child is reported missing, either from a lesson, games session or activity, the school office will be contacted to check whether they have been signed out as absent. If the child has not been signed out the school office will alert a member of the SLT and email the whole staff to ascertain if anybody is aware of the whereabouts of the individual. At the same time a designated member of the SLT will co-ordinate a search of the school site, including buildings and open spaces, using all available members of staff. If the child is still missing following this search the designated member of staff will call the police and inform the parents. A search of the playing fields both behind the school and across at Lascelles Playing Field should follow in such a way as is reasonable depending upon the numbers of available staff and the time of day.

Non-collection from Nursery or After-School Club

In the event of a child not being collected from the Nursery or After School Care every effort will be made to contact the parents or carers. If no contact can be made with parents/carers after all available numbers have been tried social services will be informed at 6.30pm.