

Eridge House

LOST CHILD POLICY

At Eridge House, the safety and welfare of each and every child is our highest priority. We take a variety of precautions to ensure that our children are safeguarded at all times, including on-going risk assessment and ensuring that access doors are kept closed and secured. All adults, including parents and carers are responsible for keeping children safe.

In the unlikely event that a child cannot be accounted for **in school**:

Immediate action

- The member of staff will report immediately to a senior member of staff, i.e. Janie, Serena or Sandy
- Serena Abbott has responsibility for immediately checking the front door and gate are secured

Within ten minutes

- The senior staff member and child's teacher will begin an immediate and thorough search of the building and grounds.
- If the child cannot be located, the senior member of staff will initiate a fire drill, after which each teacher will take a register of their own class.
- If the missing child has not been found, a senior member of staff will dial 999 and ask for the police, before contacting the parents to notify them of the situation.

In the unlikely event that a child cannot be accounted for whilst **on a school trip** (please also refer to our **Educational Visits Policy**):

Immediate action

- If inside a building, such as a museum, the teacher in charge will gather the children together and take a register, before establishing the child's last known location.
- The teacher in charge will alert staff working at the place of interest, before going to the child's last known location.

Within ten minutes

- The teacher in charge will search at the vicinity for a maximum of ten minutes.
- If the child has not been found, the teacher in charge will dial 999 to alert police and then contact the parents to notify them of the situation.

Should a child go missing on an outing in an outside area, police and parents will be notified immediately.