

King Henry VIII Preparatory School

Missing Child Procedure for Early Years

In the event of a missing child:

NURSERY

1. Notify the Head of Early Years and Headteacher/Deputy Head.
2. Gather all the children together and take registration.
3. Two members of staff to stay with the children in Nursery. One to telephone and inform Reception/Office.
4. All other members of staff to search for missing child.
5. Search should commence in the last known location of missing child.
6. Staff should be allocated different areas buildings to search.
7. If child is not found, contact police, inform parents, carers and OFSTED.
8. A copy of the missing child form will be given to parents/carers involved.

RECEPTION

1. One member of staff to stay with the children while others search*. (It may be possible to put two classes together to free up more staff).
2. *One person must first inform Reception/Office. Ask office staff to contact Head of Early Years and Headteacher/Deputy Head. (RW/RD – it may be quicker to notify the Head of Early Years and ask her to contact the Headteacher/Deputy Head and Reception).
3. Search should commence in the last known location of missing child.
4. Staff should be allocated different areas buildings to search.
5. If child is not found, contact police, inform parents, carers and OFSTED.
6. A copy of the missing child form will be given to parents/carers involved.