



**Thorner's Church of England VA Primary School**  
**Fledglings Pre-School**  
**Missing/Lost Children Policy**

It is extremely unlikely that a child will go missing from the Pre-School. Should this happen, the following procedure will be followed:

- The Manager or senior member of staff present will be alerted. They will make enquiries of other members of staff to find out where and when the child was last seen.
- An immediate search of the premises will take place inside and out. Be on the lookout for any persons acting suspiciously in the area.
- Ensuring that other children are adequately supervised, one or two members of staff should search the immediate area outside the Pre-School.
- If the child is not found within 15 minutes then police and parents should be contacted in that order.
- During this time, available staff should continue to search the surrounding area, widening the search over time. Mobile phones should be used to keep in touch with the staff remaining in the pre-school if possible.
- When the child has been found the relevant risk assessment will be reviewed by all Fledglings staff as soon as possible.
- DCC will be informed as soon as reasonably practicable, but not later than 14 days after the event has occurred.
- Once the risk assessment has been reviewed, changes to policies and procedures will be put into place as required to keep children safe.

In accordance with the Equality Duty we seek to ensure that all pupils achieve their best, according to their capabilities and regardless of their special needs, disability, gender, race, culture, social, economic, ethnic, religious background and denominational diversity.

Thorner's CE VA Primary School recognises that the welfare of the child is paramount and takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care.

Date adopted by Governing Body: November 2021