



St James' Garden
Witton-le-Wear
Co.Durham
DL14 0BG

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wittonlewear@durhamlea.org.uk

Lost Child Policy and Procedure.

At Witton-le-Wear Primary School we will ensure that children and their families will be offered a safe and stimulating environment within which children can have fun, be happy and develop to their full potential.

- **If a child goes missing, the teacher / most senior teacher on duty will initiate an immediate search of the premises / area by a member (s) of staff in a calm and collected manner which does not cause undue panic and distress.**
- **If the child is not found then a member(s) of staff will be allocated to search the surrounding area.**
- **If the child is still not found a member of staff will contact the police giving a full description of the child and requesting an immediate and full search of the area.**
- **The parent(s) / nominated carer will be contacted.**
- **At all times staff should ensure the safety of the remaining children remains paramount – giving due consideration to staff / child ratios.**
- **After the incident a full written report of the incident will be recorded and copies given to all relevant parties involved.**
- **A full review of safety procedures will be carried out - guidance / procedures will be amended, developed and implemented as required.**

Welfare Requirement: Safeguarding and promoting children's welfare. The provider must take necessary steps to safeguard and promote the welfare of children.

This policy was last reviewed in Autumn 2019.

It will be reviewed during Autumn 2021 or when legislation requires us to do so.

Mr. M. Stephenson. Head teacher.



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