



ST. EDWARD'S CE ACADEMY CHEDDLETON [SEAC]

Lost Children Policy

In the very unlikely event of a child being lost from SEAC the following procedure will be implemented;

- As soon as the situation is discovered the register will be checked. If outside, children will be taken to their classrooms and the registers checked.
- The Principal, or Vice Principals, or other Senior Leader of the school [in their absence] will organise a team of staff to search in specific areas for the lost child.
- The other members of staff will care for the remaining children.
- If within five minutes, all possible areas of the school both internal and external have been thoroughly searched and the child has not been discovered then the police and the Person with Parental Responsibility will be alerted immediately.
- All instances of lost children will be reported to Ofsted.
- A full investigation and risk assessment will be conducted following any instances of lost children.