



# Hazel Slade Primary

Head of School: Mrs Sarah Camacho



## Hazel Slade Primary Academy Missing Child Policy

Thorough risk assessments have been performed to minimise the risk of a child going missing whilst in school, but in the unlikely event of it happening the following procedures should be followed.

1. Inform the Head of School
2. Conduct a thorough search of the building
3. Conduct a thorough search of the outdoors area.
4. A team of the Head of School, SLT, Teachers and Support Staff to also conduct a thorough search of the whole site and the school grounds
5. Contact the police
6. Contact the child's parents/guardians
7. Contact the Executive Principal / Local Authority / St Bart's
8. Fill out an incident report form.

### **Investigations**

When a missing child has been located and safely returned to school, the Head of School will conduct an investigation into the circumstances of the child going missing. This is in order to identify any factors that need to be addressed by the school or communicated to the parents to prevent a recurrence of the child going missing.

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Review Date: January 2020