**TINTWISTLE C.E. (A) PRIMARY SCHOOL**

**MISSING CHILD PROCEDURE**

Our school has a secure site, gates are locked through the school day and there is CCTV which covers several areas including the only entrance. In the unlikely event of a child going missing the following procedures will apply:

* If a child goes missing at school staff will immediately make a search of the school site. School CCTV will be checked.
* If in an area outside of school, for example on a trip, venue staff will be alerted and asked for assistance.
* If it is possible to seal off exits and check CCTV it will be requested that this is done immediately.
* Parents and carers will be informed of the situation as soon as it is reasonably practicable to do so.
* If the search is unsuccessful the police will be called
* Any such incidents will be logged and reported as necessary.

**CHILD LEAVING SCHOOL PREMISES PROCEDURE**

Our pupils range in age from three to eleven years and our procedures will be varied to reflect this.

In incidents where a child has deliberately left the school site (high exit buttons ensure that it is only our older children who could do this) the steps laid out below will be followed:

* Where possible the child will be followed (not chased) to ensure their safety
* Parents will be informed and asked if they would like the police to be called
* If a staff member can reach the child without distressing them they will attempt to return the child to school
* If the child will not return to school the staff member will remain as close as possible to them until the parent or the police arrive
* The expectation of the school is that in this situation parents will agree to come and meet their child, if this is not the case the police may be called without parental consent depending upon the age and vulnerability of the child.
* A staff member following a child who has chosen to leave the site will take a mobile phone with them so that they can both give and receive updates to the school or emergency services.

J. Griffin 9.1.20