



**Croydon High School GDST  
Junior School Lost or Missing Child Policy**

**Actions to be followed by staff if a child goes missing from the Junior School**

**Responsibility for review:** Head of the Junior School

**Last Review:** September 2022

**Next Review:** September 2023

The welfare of all children at Croydon High School is our paramount responsibility. Every adult who works at the school has been trained to appreciate that they have a key responsibility for helping to keep all of the girls safe at all times.

Risk assessments are regularly reviewed for the safety and security of children on the premises. Ratios of staff supervision are adhered to. Electronic registers are taken promptly at the beginning of the morning and afternoon session and a paper register at the end of the school day before clubs begin. Club leaders also take a register.

**In the event of a missing or lost child:**

- Take a register of all classes;
- Inform the Head of the Junior School;
- Junior School secretary to communicate with all class teachers. All Staff e-mail sent with details of missing child;
- Ask the class/year group calmly when they last remember seeing the child, and;
- All classes to be supervised by one adult whilst others begin search.

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| <b>NMO, AWI, JMO, AJO, CMA, EWR, PEA, CNE</b> | Remain with classes   |
| <b>Office staff</b>                           | Having communicated with class teachers, remain in office, check HoJ office, walk in cupboards, meeting room, medical room, cleaner's cupboard. Phone caretakers to search grounds. |
| <b>Caretakers</b>                             | The grounds working out from Junior School.   |
| <b>Search: KBO</b>                            | 2 <sup>nd</sup> floor, including cloakroom, toilets x 2 and stairs that go nowhere, also staffroom and Learning Support room.   |
| <b>NCR</b>                                    | Check signing out book, planned music lessons, PE lessons, clubs that might have overrun.   |

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| <b>DJO</b> | Holt Hall and foyer, including store cupboards at either end of the hall, corridor and outer doors to Ivy Club.                     |
| <b>LTH</b> | 1 <sup>st</sup> floor including cloakrooms and toilets x 2.   |
| <b>JHA</b> | Discovery Zone inc 4D room, computer cupboard, cleaners cupboard, staff toilet, stairs down to Discovery Zone and spiral staircase. |
| <b>ENA</b> | Nursery, toilets, EYFS playground, playhouse, Reception rooms and toilets.  |
| <b>ADA</b> | Ivy club, cupboards, outside courtyard with yellow house, playgrounds and toilets.  |
| <b>HoJ</b> | Music and drama room, Ent tech room, DH office and nearby toilets,  |
| <b>HoJ</b> | Inform the Head.<br>If search is unsuccessful, the Head of the Junior School will inform the police (999) and child's parents.      |

**Actions to be taken once the child is found:**

- E-mail to inform that child has been found;
- Talk to, take care of, and comfort the child;
- The Head of the Junior School will speak to parents to discuss events and give an account of the incident;
- Speak to the other children to ensure they understand why they should not leave the premises;
- Media queries should be referred to the Head;
- The investigation should involve all concerned providing written statements, and;
- The report should be detailed, covering time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, the length of time the child was missing and how she appeared to have gone missing, lessons for the future.