École Française de Bristol



L'École Française de Bristol

Pour faire vivre ton français

Procedure in the event of a child being missing

Last review date:	**June 2025**
Next review date:	**June 2026**

Prevention

- Ensure that staff to pupils ratios are adequate on outings

- Take a mobile phone on all outings to notify the office in case this situation occurs

- Provide each child with a label indicating the school's mobile telephone number and pupil will wear high visibility vests.

- Practitioners will teach the children about safety when we are out and about.

- An information sheet will be provided to parent-helpers, including a plan. The numbers of parent-helpers' and school's mobile phones will be circulated. There will be meeting points.

- The number of children will be counted regularly (particularly when there are changes of location and when the children go on the bus before departure).

If a child is missing

- One member of staff is to look after the rest of the group

- The office is to be advised immediately for liaison

- The other member of staff is to look for the child in the near vicinity / question bystanders as to a possible sighting of the missing child (take mobile for liaison with office should someone contact the school in the meantime)

- If the child is not found within 10 minutes, contact the office again and phone the police. Contact the parents and contact Ofsted.

SHOULD THERE APPEAR TO BE ANY SUSPICIOUS CIRCUMSTANCES, NOTIFY POLICE IMMEDIATELY PRIOR TO ANY OTHER ACTION