

ATC-POLICY IN THE EVENT OF A CHILD GOING MISSING

Every effort is made at all times to ensure the safety of the children attending ATC.

We have careful guidelines for supervision both inside and outside.

In the event of a child going missing we will follow this procedure:

- *A member of staff will make a thorough search of the hall, toilet and any rooms off the hall.

- *If children and staff are outside then the staff outside will be contacted to check if the child is outside.

- *If the child is still not found then all children and staff will come into the hall. As many staff as can be safely used will then begin a search outside again and of the school premises.

- *We will endeavour to carry out this procedure in a way that will not worry or alarm the remaining children.

- *In the event of the child not being found, the parents/carers, Ofsted and the Police will be notified immediately.

- *All records of such events will be recorded in the incident book.