



## *La Petite Ecole Française*

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*Directrice de l'école: Camie Steuer*

*Directrice Administrative: Sarah Silvestre*

### **LOST CHILD PROCEDURE**

There are a limited number of situations where a child could be lost and these are:

If a child wanders off on a school outing

If a child escapes from the premises

If an unapproved adult takes a child from the school.

Should a child become lost, the following actions must be taken:

- Alert the Head Teacher or Deputy Head who will make enquiries of relevant members of staff as to when the child was last seen and where.
- Remember the safety of other children, with regards to supervision and security. Ensuring that the remaining children are sufficiently supervised and secure. One or preferably two members of staff should search the building, playground and immediate vicinity.
- If the child cannot be found within 15 minutes, then the police and parents must be informed.
- Continue to search, widening the search area, whilst keeping in touch with mobile phones.

**POLICE EMERGENCY NUMBER: 999**

**POLICE NON EMERGENCY: 101**

**RBKC Social Services: 020 73613013**

**RBKC Social Services Emergency Duty Team (out of hours):**

**020 73732227**