



Lark Hill Rise Forest School Missing Child Addendum

The Forest School Missing Child Policy is an addendum to the Bright futures nursery school's Missing child Policy and does not change the nursery's position on Missing Child matters set out in the original document.

- On discovery of missing child use 'whistle and ask the children to come to the meeting point (The semi-circle seating area)', to assess situation.
- Secretary will notify the Nursery manager and a decision will be made on whether to notify the police, then the parent or guardian.
- As soon as it is noticed that a child is missing the key person/staff alerts the Forest School leader.
- The Forest school leader will carry out a thorough search of the forest and surrounding area.
- The register is checked to make sure no other child has also gone astray.
- Exits are checked to ensure there has been no breach of security whereby a child could wander out.
- If the child is not found, the parent is contacted and the missing child is reported to the police.
- The Forest School leader talks to the staff to find out when and where the child was last seen and records this.
- The Forest School leader contacts the Chairman and reports the incident. The manager, with the management committee, carries out an investigation.