

# 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**