

## **MISSING CHILD REPORTING PROCEDURE (DURING THE SCHOOL DAY)**

We take the safety of all the children in our care seriously. But in the event that your child goes missing while in our care, the following procedure will be instigated:

- The office will be informed
- All available staff will be deployed to search all common areas and the school grounds.
- The school's CCTV cameras will be checked by the premises manager.
- While the search is going on, you and the police will be contacted.
- We will take guidance from the police.

### **IN ALL OTHER INSTANCES THE SCHOOL WILL FOLLOW:**

THE TOWER HAMLETS GUIDANCE ON CHILDREN MISSING FROM EDUCATION (CME), MISSING CHILDREN AND THE MISSING CHILDREN REGISTER