

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