

 Essex County Council	Missing Child Policy – Education Day		
Date of Assessment: Dec-2017 Date of Review: Jul-2018		Assessor(s): Louise Flavell	Reference: POEd2

Children are the responsibility of teachers/school. It is the teacher's responsibility to make regular head counts throughout the day.

If a child goes missing the ranger and as many adults as possible to make an immediate search of the surrounding area. The lead teacher to make the decision on adults that are able to search. Lead teacher and education ranger to ensure that the remaining children are sufficiently supervised and safe. The lead teacher to provide a description of the child. Education ranger to make a note of the time.

If the child cannot be found:

After **approx 10** minutes, Education ranger to contact all site staff working via radio or mobile phone with description as above to include age, name, clothing description, other identifiable features and other high risks i.e. SEN, mobility etc.

After **30** minutes, advise teacher to call 999. In liaison with teacher, send adults out in a circle from last known area. Record time.

When police arrive, follow their instructions.

Call Louise Flavell on 07825 995854 and inform of situation.