***MISSING CHILD***

* If a child is missing, stay calm and check the register to make sure that they have not been picked up early and that no other child is missing; alert Manager.
* If a child is missing check with the other members of staff to see if they have seen the child recently e.g. the child may be asleep or hiding. Staff need to do an extensive search if the child is still not found. Checking doors and gates for breach of security.
* Contact the parents to notify that their child is missing.
* If the parents are unavailable contact a named person on the child's contact form and inform them that the child is missing.
* If the child is still missing after an extensive search then contact the Police.
* This will be recorded in our 'Incident Book’ and if necessary Ofsted will be informed.

*MOVEMENT OF CHILDREN AROUND FARINGTON PRIMARY SCHOOL*

In order to make sure all children are safe whilst moving from area to area within the school we have devised the following policy.

* At least two members of staff to escort children, one leading one at the rear, making sure staff ratio is adhered to at all times.
* Children to walk in single file
* Walk quietly, no talking
* Staff to be aware of security, and other people, whilst in other areas and familiarise themselves with the fire procedure in other rooms/areas.