

The St Michael Steiner School

Lost Pupil Procedure

Please see Risk Assessments for how we keep pupils safe in the school buildings, grounds and on trips.

Once it is established that a pupil is missing from the group (i.e. out of the classroom or out of sight in the grounds or on a trip without a known, legitimate reason, for more than 5 minutes), staff will:

- ensure that the rest of the class/group is properly supervised
- if on site, initiate/undertake a 5-minute search inside the school building and in the grounds, enlisting help if necessary
- if off site, initiate/undertake a 2-5 minute search (depending on the age/ level of independence of the pupil, and the location) in the immediate vicinity
- In the case of older pupils on trips, try to contact them on their mobile phone.
- inform the Receptionist that the pupil is missing.
- inform one of the Designated Safeguarding leads.

If the pupil is not contacted or found after 2-5 minutes, the teacher should dial 999 and ask for the police.

The lost pupil's parents should also be called, using his/her emergency contact details

Staff should then proceed following police advice.

Review date: February 2025



Approved by Chair of trustees on behalf of trustees

February 2023