

Mill Lane Community Primary School

Forest School

**Lost child Policy**

This documentation runs alongside the relevant whole school policies which can be viewed in full at <http://www.mill-lane.oxon.sch.uk/website/policies/3739>

It is the aim of Mill Lane Forest School to keep everyone safe.

In the event of a child becoming lost while at forest school, the forest school leader will put into practice the following procedures.

The Forest School Leader will call all participants back to the Forest School site. She will take the register. If a child is missing, a quick search of the area will be made including the toilets. One adult will stay with the remaining children during this initial search.

While the initial search is made, the leader will make enquiries of all adults to establish the last sighting and time, clothes that the child was wearing, and the mental state of the child (happy, upset etc.).

The Forest School Leader will ‘phone’ the school using the emergency ‘walkie talkie’ and inform them to alert the authorities. The parent or carer will be contacted by the school. Telephone lines should remain as free as possible so that messages are not delayed.

All children will be then escorted back to their classroom.

A thorough search of the school and grounds will then take place using all available staff.

Reviewed: September 2018

Next Review: September 2019