

## MISSING CHILD POLICY

For school year 2018-2019  
Date of approval: 20.08.2018

### 1. Introduction

We acknowledge that as a school, Avenor College is legally required to have:

- A policy and procedures to be followed in the event of a child going missing
- A procedure to be followed in the event of a parent failing to collect the child at the appointed time (individual timetables, specific to Avenor College).

Our other related policies include:

- Safeguarding and child protection policy
- School visitors' policy
- Trips approval policy/ procedure
- Risk assessments policy
- Welfare of pupils' policies (Food and Medical Policy)
- Safer recruitment policy

### References:

- Regulations for the organization and operation of pre-university education institutions
- Child rights law ([Legea nr. 272/2004 privind protecția și promovarea drepturilor copilului](#))

## 1. Introduction

The welfare of all of our children at Avenor College is our paramount responsibility. Every adult who works in school must be trained to appreciate that he or she has a key responsibility for helping to keep all children safe at all times. Our staff-to-student ratio is generous and deliberately designed to ensure that every child is supervised the whole time that he or she is in our care.

If children are taught from an early age that their safety is important, this will help them to grow up feeling more confident.

Taking the following steps, we will minimise the risk of our children becoming lost whilst in our care:

- Ensure the campus premises are secure and take steps to prevent unauthorised persons entering the premises (please see [School visitors policy](#));
- Ensure that we supervise our children closely when we visit places in the community such as the local parks, museums and other local attractions (Please see the [Risk Assessment Policy](#)).
- Teach children about “how to keep safe”, so they also know the procedure in the unlikely event they become separated from the group/ teacher.
- Advise children what to do if they find themselves lost.
- Encourage children to walking by holding hands and take care of each other.
- For children under 6 years old, every child must have a sign (badge or vest) of Avenor College or Avenor Nursery with a contact number.
- Teachers/supervisors should have with them the parental consent and an up-to-date photograph of each child when they go in any educational visit.
- Regarding children’s age and stage of development of the children, teachers/supervisors will identify and show on a meeting point on arrival at the venue where they will tell children to go to if they are lost or separate from the group/ teacher.

## 2. Information for parents

Our school’s guide for parents, the Parents’ handbook” describes:

- The arrangements for handing over children into the care of their parents at the end of the day
- The qualifications of our staff and the arrangements for supervising the children whilst they are in school
- The arrangements for registering the children in both morning and afternoon
- The physical security measures which prevent unsupervised access to or exit from the building
- The supervision of the playground and the physical barriers that separate it from the rest of the school

We review these policies annually in order to make sure that they are up to date and effective. All new staff receive during Induction advice on the CIP (Critical Incident Policy) importance of effective supervision of very young children.