



Missing Child Policy
Når et barn er savnet

Prepared by: Head Teacher
Approved by: The Governors
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Every effort is made to ensure the safety of the pupils whilst they are in the School's care. It is however important that in the unlikely event of a pupil going missing, staff quickly follow agreed procedures.

Systems in place to minimise the risk

- The attendance register is taken at the start of the morning and afternoon sessions. The completed registers are kept digitally.
- Pupils are made aware of the boundaries.
- Pupils are supervised at all times. It is the responsibility of the member of staff on duty whether teaching or supervising play to ensure that pupils remain safe.
- Visitors are recorded arriving and leaving the premises.
- Pupils in year 1-7 are not allowed to leave the School premises on their own. 8-10 may leave the school premises if permitted by a teacher.

In the event of a pupil being found to be missing it is vital that prompt action is taken. All staff working at the Norwegian school in London should adopt the following procedure:

- The senior member of staff present arranges for all the other pupils to be satisfactorily supervised.
- The local area is checked thoroughly.
- If the pupil cannot be located then the Head Teacher or the next most senior member of staff must be informed
- The Head Teacher or the next most senior member of staff will then inform:



The Norwegian School in London

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Optimum duo mundi

1. The parents/carers of the child
 2. The police and /or any other appropriate emergency service (999)
 3. The appropriate council officer
- A written record of the incident and any action taken should be made in MyConcern as soon after the incident as is practical and placed in the pupil's confidential record on file.

In case of any such incident occurring, the breach of security will be identified, further actions will be implemented and all staff made fully aware.