



PROCEDURE SHOULD A CHILD BE LOST ON AN EDUCATIONAL TRIP

1. On all trips out of school grounds students should wear a badge giving school name and telephone number to call in an emergency. Please put in a visible area on child's body and ensure it is firmly attached.
2. Staff must carry a mobile phone for emergency contact with the school if necessary. Staff should ensure appropriate numbers of adults accompany all students on trips out of school. Staff should make regular head counts particularly when walking, entering transport and getting off buses/coaches.
3. In the unlikely event of a child being lost please inform the Head Teacher or nominated adult at the school as soon as possible. But the first priority is the safety of the remaining students who should be gathered in an area of safety. This could be the immediate return to school whilst other adults as is appropriate begin searching for the lost child.
4. Staff must ensure security or staff in the venue concerned are informed. Appropriate adults must then carry out a thorough search including vehicles used for transport.
5. **Where necessary it will be the Head Teacher's or Chair of Trustees (in Head Teachers' absence) responsibility to inform parents and keep them abreast of the situation.**
6. Where necessary the Head Teacher may request remaining students to return to school or go home as normal at the end of session as appropriate.

My documents / policies / procedure should a child be LOST on school Trip
(Last amended May 2006)