

Victorious International British School

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Procedure for Un-collected / Lost children

Un-collected children

1. Staff will alert the Deputy or Director who will telephone home or use an emergency contact number to ask Parent / Carer who is collecting the child.
2. Deputy/Director and one other member of staff will wait with the child until the parent / carer arrives. (Child to be comforted, played with / read to, in order to alleviate distress.)

Lost Children

In the unlikely event that a child is lost from the school premises the following procedures will apply: -

1. Staff to notify the Director immediately a child is found to be missing.
2. Director and other available staff members will search premises inside and outside.
3. Director will telephone the police to notify them of the situation and wait for them to arrive.)
4. Director will contact the parent / carer immediately to alert them of the situation.

In the unlikely event that a child is lost during an outing or educational visit (off site) the following procedures will apply: -

1. Staff to notify the Director immediately a child is found to be missing.
2. Staff on the outing will search premises inside and outside and notify the manager of the premises.
3. Outing lead will contact the police to notify them and follow advice.
4. Headteacher will telephone the parent/carer immediately to alert them of the situation.

In the unlikely event that a child is lost from the premises or on an outing, a full investigation and evaluation would take place and the relevant organisations would be informed. Local Spanish law would be adhered to.

This policy was adopted by

On

Date to be reviewed

Signed on behalf of the provider

Name of signatory

Role of signatory

Victorious School

1st September 2022

1st September 2023

E Signature 

Victoria Gomez-Middleton

Director