



Christ the King Catholic Primary School



Policy

Issue

06

Missing Child

Date

04/03/21

Introduction

At Christ the King Catholic Primary School we aim to provide a safe, secure and caring environment for all our children. However in the unlikely event of a child becoming lost or missing, the following procedures outlined in this policy will be carried out.

Prevention

All parents must ensure that the school has up to date telephone contact numbers where they can be reached. The school does its utmost to keep records updated.

The Site Service Officers are responsible for ensuring that the gates are locked at 9.00am.

The staff are responsible for ensuring that the outside doors are closed during the school day.

Registers are marked by staff and taken to the office morning and afternoon promptly.

All visitors to the school must enter via the main entrances and must sign in and out.

Parents may only take a child from school with the Admin Staff's knowledge.

Emergency Action

In the event of a member of staff fearing that a child has gone missing:

- The member of staff must tell the Head Teacher immediately.
- The teacher must count and name check the class against the register.
- Staff will thoroughly check the inside of the school and then the outside of the school.

In the event of a child being lost:

- The Head Teacher/Admin staff will telephone the police.
- The Head Teacher will contact the child's family and ask them to bring along a recent photograph of the child.
- All available people will assist with the search while the rest of the school carries on as normal.

In the event of a child going missing during an external visit:

- The member of staff noticing that a child is missing will notify the group leader. The remainder of the children will be looked after by a member of staff while all available staff look for the missing child.
- The Group Leader will contact school who will contact the child's family and ask them to bring along a recent photograph.
- The Group leader will inform the staff at the place of visit so that an announcement can be made and a further search conducted with extra staff.
- The Head Teacher/Admin staff will contact the police.
- The Head Teacher will go to the venue with volunteers to assist with the search.

- The remainder of staff will carry on as normal.

A thorough investigation will be undertaken as a result of a child going missing which will include a review of Risk Assessments and policies.

In the event of a child not turning up for school and the parents not contacting school:

- The school admin staff will make every effort to contact the family by telephone.
- The admin staff will then deliver a letter to the family home by hand.
- If no contact is made with the family the school will report their concerns to the LA.

Review

This policy will be reviewed periodically according to the School's policy review cycle.

Review history

Issue 01	Policy approved by Governors	22/04/13
Issue 02	Reviewed	20/04/14
Issue 03	Reviewed	20/04/15
Issue 04	Reviewed	20/04/16
Issue 05	Reviewed minor changes	24/03/17
Issue 06	Reviewed	04/03/21