



MISSING CHILD

Date approved	Advent 2020	Approved by	St Mary's Catholic Voluntary Academy
Review cycle	2 years	Signature	
Due for review by		Name	F Boucher, Executive Headteacher

This policy operates in line with our school mission, Catholic ethos and best safeguarding practice. St Mary's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The safety and security of the children in our care at St Mary's are paramount and every care is taken to ensure that the children are accounted for at all times.

In the event that, after a roll call or at another time, it is noticed that a child has gone missing, whether in school or out, the following procedures will be followed:

1. If a child cannot be found by his/her teacher, the Head Teacher must be notified **immediately and told when and where the child was last seen**. Time is of the essence and prompt actions must be taken by all.
2. The remaining children will be left safe in the care of suitable staff. All other available staff will conduct a thorough search of the child's classroom, play areas, storage areas, toilets, the school building and the school grounds.
3. If the child is not found within a short period of time, the child's parents and the police will be called by the Head Teacher or staff member.
4. Members of staff, who are not supervising children, will be sent to search the area in the immediate vicinity of the school.
5. If a child goes missing during an outing or school visit, the teacher in charge must ensure that the remaining children are safely cared for by the other staff and adults. An urgent but thorough search should be made of the immediate vicinity and if the child is not found quickly the police must be called and the Head Teacher notified.
6. As soon as possible, the parents will be notified that their child is missing.
7. The LA will be notified by the Head Teacher that a child is missing.
8. If a member of staff finds the child the Head Teacher must be told at once. Parents, police and other authorities will be notified.
9. The Head Teacher will investigate how the incident occurred and will take appropriate action to ensure that similar events do not happen again.

The safety of all children will be given our highest priority and a missing child should be an extremely rare event. This policy is designed to put into place swift and effective actions to locate any missing child and to notify and involve parents and the authorities at every appropriate point.