



## The Blessed Sacrament Catholic Primary School

### **Missing Child Policy**

#### **Policy Statement**

The safety and security of the children in our care at The Blessed Sacrament Catholic Primary School are paramount. Every care is taken to ensure that the children are accounted for at all times when they are in our care.

#### **Procedures**

Each pupil who arrives at school is registered first thing in the morning by their class teacher. Staff maintain the appropriate high level of supervision throughout the session and are aware of the location of the children in their care at all times. The register is taken again in the afternoon.

When on visits off the school premises, staff implement strategies to maximize the safety and security of the children in accordance with the school's Educational Visits Policy. Risk Assessments are completed thoroughly beforehand and are submitted to the Educational Visits Coordinator.

In the unlikely event that a child has gone missing, whether in or out of school, the following procedures will be followed.

- Staff will maintain the safety and well-being of all other children.
- A register will be taken.
- A member of the Senior Management Team and / or Group Leader (if school trip) and at least one other member of staff will search the immediate vicinity or school grounds; going to places at which the child was last seen, tracing the routes that they may have taken.
- If off site, the Group Leader will ask any staff from the visit centre to assist in the search and make appropriate arrangements for announcing calls using available tannoy systems.
- When off site, if the child is not found after 15 minutes, a call will be made to the base contact as stated on the risk assessment forms.
- If the child is not found after 20 minutes, the Headteacher, or Deputy Headteacher, will endeavour to contact the parents of the missing child by telephone.
- If after approximately 25 minutes the child has not been found, the Headteacher or Deputy Headteacher will contact the police.

- Once police arrive all relevant information about the child will be given. The police will then take over the search.
- If off-site, the Group Leader will remain with the police to comfort the child when found.
- When the situation has been resolved, the Headteacher and SMT will review the reasons for this event happening and revise measures if necessary.

### **Missing in Education**

The school has very robust policies and procedures in place for attendance and punctuality. A child who fails to attend school for a 3 day period, with no contact from carers, will be referred to the Local Authority by the Family Support Worker or the Headteacher.

Adopted Summer Term 2016

To be reviewed Summer term 2018