



**HOLY FAMILY**  
Catholic Primary School

# Missing Child Policy

<b>Reviewed by Governors</b>	<b>Date: Autumn 2022</b>	<b>Signed:</b> 
<b>Next Review Date:</b>	<b>Autumn 2025</b>	

## **Missing Child Policy**

**Holy Family Catholic Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.**

This policy reflects the ethos of our school.

Our mission statement,

***‘Jesus said, ‘Let the children come to me.’ We live and learn and love in His way.’***

underpins the approach we take to safeguarding the children at Holy Family. Even when rigorous safeguarding procedures are properly observed, emergencies can still arise. Therefore members of staff will undertake periodic head counts, especially at the transition points between sessions. If for any reason a member of staff cannot account for a child’s whereabouts during a session at the School, the following procedure will be activated:

- The member of staff in question will inform both the management (ie Headteacher) and the rest of the year group team that the child is missing and a thorough search of the entire premises will commence. The staff team will be careful not to create an atmosphere of panic and to ensure that the other children remain safe and adequately supervised.
- The Headteacher will nominate **two** members of staff to search the area surrounding the entire premises (both inside and outside). All staff will be extra vigilant to any potentially suspicious behaviour or persons in and around the School.
- If after 15 minutes of thorough searching the child is still missing, a member of the Leadership Team will inform the child’s parent/carer and then the police.
- While waiting for the police and parent/carer to arrive, searches for the child will continue. During this period, other members of staff will maintain as normal a routine as is possible for the rest of the children at the School.
- The Headteacher or nominated person (in their absence) will be responsible for meeting the police and the missing child’s parent/carer. The Headteacher or nominated person will co-ordinate any instructions by the police, and do all they can to comfort and reassure the parents/carers.
- Once the incident is resolved, the Headteacher and the staff team will review relevant policies and procedures and implement any necessary changes (paying particular note to the relevant provisions of the School’s site security and risk assessment policy).
- All incidents of children going missing from the School will be recorded in the Incident Record Book, and in cases where either the police or social services have been informed, OfSTED will also be informed as soon as is practicable.

### **Contact number of Police**

Little Park Street: 0345 113 5000