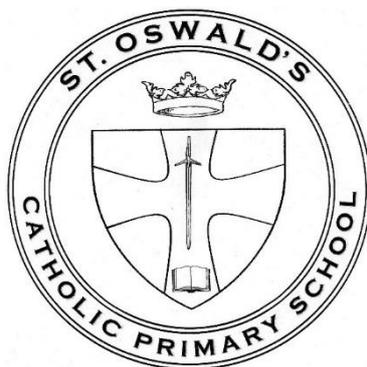


# St Oswald's Catholic Primary School



## Lost or Missing Child Policy



# Lost or Missing Child Policy

## **Mission Statement**

This is St Oswald's Catholic Primary School's policy for The non-collection of children and is set within the context of the whole school aims and Mission Statement:

*"Together with Jesus, we will learn and Grow in Faith".*

'Our school is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. Everyone has a responsibility to act without delay to protect children by reporting anything that might suggest a child is being abused or neglected. It is our willingness to work safely and challenge inappropriate behaviours that underpins this commitment. The school seeks to work in partnership with families and other agencies to improve the outcomes for children who are vulnerable or in need.'

### Statement of policy

The welfare of the children in St Oswald's Catholic Primary School is our paramount responsibility. Every adult who works at the school has been trained to appreciate that everyone has the responsibility for keeping children safe. Our staffing ratios are generous and designed to ensure that every child is supervised to the highest standard of care.

## **Overview**

Children are not allowed to leave the premises during the school day without the permission of the Headteacher or senior leader. It is possible, but highly unlikely, that on some occasions a child may leave the premises without the knowledge or permission of the Headteacher. This policy is put in place to ensure that every action possible is taken to ensure the swift and safe return to school of that child.

## **Objectives**

- To locate any missing child quickly
- To ensure that all children are kept safely on the school premises during school hours unless they have the Headteacher's permission to leave
- To ensure that children who leave school during the school day only do so
  - a) with the Headteacher's permission and

b) that they are accompanied by an authorised adult

- To ensure that the building, grounds and play areas are safe and secure during school hours
- To ensure that all teachers and school staff maintain full supervision of children at all times
- To ensure that if a child 'goes missing' during the school day he/she is located quickly and returned safely to school

#### **Actions to be followed if a child goes missing from school**

- If a child cannot be found by the Class Teacher, the Headteacher must be notified immediately and told where and when the child was last seen.
  - The register should be checked to ensure the child was present at the start of the school day
  - Time is of the essence and prompt actions must be taken by all.
  - The remaining children in the class concerned will be left in the care of the nearest available suitable staff.
  - All other available staff will conduct a thorough search of the school and its grounds.
  - If the child cannot be located the Police will be called by either the Headteacher or a member of the Senior Leadership Team.
  - The parents of the child will be informed.
  - Members of staff, where available, may be sent to search the local area.
  - A member of staff will be sent to the child's home address to check if the child has gone home.
  - Once the Police arrive, formal responsibility for the search will pass to them but school will assist.
  - The Local Authority Child Safeguarding board will be notified by the Headteacher that a child has gone missing.
  - Chair of governors will be informed
  - Once the child has been located the Headteacher, Police, parents and the Local Authority will be notified.
  - The school will cooperate fully with any Police and/or safeguarding investigation
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- The Headteacher internally will investigate how the incident occurred and will take the appropriate action to ensure that similar events do not happen again.

#### **Actions If child is found in school**

- Child will be comforted and spoken to about where they were and what caused them to leave the classroom or hide
- All classes will be informed that they must speak to the children to ensure they fully understand how to keep themselves safe, how they cannot leave adult supervision or separate from the group
- The child's parents will be informed of the incident
- Safety procedures will be readdressed with all staff
- Governors will be informed

### **Actions if a child is missing during an outing or school visit**

- The teacher in charge must ensure that the remaining children are safely cared for by other staff and adult helpers.
- An urgent and thorough search of the immediate vicinity should be made and if the child is not located quickly the Police must be called and the Headteacher and school notified.
- School will immediately notify the child's parents.
- The Local Authority will be notified by the Headteacher that a child is missing.
- Once the child has been located the Headteacher, Police, parents and the Local Authority will be notified.
- The Headteacher will investigate how the incident occurred and will take the appropriate action to ensure that similar events do not happen again.

#### **Final statement**

The safety of all children will be given our highest priority. A missing child would be an extremely rare occurrence. This Policy is designed to be put into place swiftly and effectively in order for actions to be taken to locate any missing child, to notify and involve parents and the authorities at every point.

Agreed by governors on .....

Reviewed biannually