



# St. Nicholas Catholic Primary School



## Policy on Lost or Missing Child

Policy Written & Agreed:  
Ratified by Full Governing Body:  
To be reviewed:

  
\_\_\_\_\_  
September 2022  
\_\_\_\_\_  
September 2023



**St. Nicholas**  
**Whole School Policy on Lost or Missing Child**

This lost or missing child policy:-

- reflects the consensus of opinion of the whole staff;
- was discussed, written and agreed by the whole staff;
- has been approved by the Governing body.

The implementation and ownership of this policy is the responsibility of the whole staff.

The overall accountability and effectiveness of the policy will be the responsibility of the Executive Head Teacher and Senior Leadership Team.

At St. Nicholas Catholic Primary School, we take a professional approach to safeguarding the children in our care. We believe that every child has the right to feel happy and safe in school, whilst under our protection.

As a Catholic school we regard every individual as unique and special in God's family. This lost or missing child policy is designed to support every member of our school, taking into account their unique and special nature as part of God's family.

We at St. Nicholas Catholic Primary School aim to provide a safe, secure and caring environment for all its children.

However, in the unlikely event of a child becoming lost or missing whilst at school, the following strategy will be carried out:

- Premises will be thoroughly searched by senior member/s of staff
- If the child is not found immediately, the School Office Manager will contact Police by dialling **999**
- Executive Head Teacher or Head of School to contact child's family
- Office Manager to contact Governor & School Support **0121 303 2541**
- Head Teacher can, if necessary, contact Children's Advice & Support Service (CASS) on **0121 303 1888**
- Remainder of staff to carry on with session as normal so as not to alarm the other children
- Involved staff will write a report, signed and dated. A copy of this will be sent to the parents, the LA, the Chair of Governors, the Board of Directors and filed. A report will be made to the Governing Body at the next full meeting.

Ongoing risk assessments will be carried out and an immediate review would take place after the incident with an action plan resulting from findings.


This policy, along with a copy of the school's ***Safeguarding and Child Protection Policy***, will be given to anyone working in the school including those on site to run a club where children attend. They'll also be given a copy of our '**Information for After School Club Leaders**' booklet.

If a child goes missing whilst on the visit or trip, these agreed emergency procedures should be followed:

- Ensure the safety and security of the group you are responsible for first; head count/contact other groups
- Assess what help is required, contact the Visit Leader via the mobile number on the risk assessment form
- Attract the attention of a member of staff on site and explain the emergency
- Attend to any member of the group who is injured
- Await assistance before searching for any child who is missing to ensure the rest of the groups safety
- Contact school office to inform them on **0121 355 2649**

If necessary, phone **999**

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