



*Growing as we learn. Learning as we grow.
Rooted in Jesus.*

ST MARGARET'S COLLIER STREET CE SCHOOL

**CHILD MISSING IN EDUCATION
POLICY**

Review: February 2022

Agreed by Governors: March 2022

Next Review: March 2024

Procedure in the Event of a Child Going Missing

Background:

St. Margaret's school works hard to be safe and secure for both pupils and adults. Every precaution is taken by staff and governors to ensure that the children are as safe as possible. However, there could well be a time when a pupil or pupils could go missing and in that instance, the following guidelines should be adhered to.

Procedure:

Children are the responsibility of the class teacher during the school day. However, all adults hold responsibility, including Lunchtime Supervisors. As soon as any adult is aware that a pupil is missing, they should:

Alert the secretary/Head teacher or Senior Teacher/Teacher in charge in the Headteacher's absence. The secretary will then visit all classrooms asking other adults for any information they may have. Any additional adults in each classroom will also be deployed so a thorough search can take place.

- Two TA's will be asked to check the outside of the school, moving in opposite directions around the building
- One TA will be asked to check the toilets/ PE store/ Courtyard
- The HT will check at the front of the school/ land behind the school.

After 5 minutes all staff should return to the office to review the situation. If the pupil(s) have not been found at this stage, the Police should be contacted; three staff should use their cars to drive around the local lanes for no more than 10 minutes.

After 5 minutes, the adults should return to school and in the event that the pupil(s) have not been found, their parents should be contacted.