



# *Our Lady of the Assumption Catholic Primary School*

## **Missing Child Policy**

**Reviewed April 2026**

**To be reviewed : April 2028, or dependant on any legislative changes**

### **Safeguarding Statement:**

**‘Our Lady of the Assumption Catholic Primary School is committed to safeguarding and promoting the safety and welfare of all children and expects all staff, parents, governors and volunteers to share this commitment.’**

### **Our Vision**

**As a Catholic school that puts Christ at the centre, we are committed to encouraging everyone to ‘Be the Best They Can Be’**

### **Values and Ethos**

**We believe that everyone is made in the image and likeness of God and we value the equality of all, reject discrimination of any kind, and welcome the diversity of different cultures.**

### **Introduction**

This policy is written and should be read in conjunction with the whole school Health, Safety and Security policy.

### **Purpose and Aims of this Policy Statement**

The purpose of this policy statement is to give all staff, both teaching and non-teaching, a clear understanding of how to respond and who to inform should they discover a child is missing. The aims of this policy statement are to:

- provide a clear procedure which is understood and effectively implemented by all staff,
- enable the missing child to be located as quickly as possible and given the appropriate level of safety and security commensurate with the pupil’s age and emotional/behavioural maturity.

### **Occasions when a child may go missing**

Staff need to be mindful that a child can go missing at any time of the day. For example:

- at the start of the day when children are entering the school
- at the end of the school day when they are being released to parents and carers
- during an outside lesson when the children are spread out and when returning to the building at the end of the lesson
- during break and lunchtimes – particularly at the end of a session when children return to the building
- during lesson time if a child is given permission to leave the classroom or leaves without asking the teacher or other adult
- when pupils are getting changed outside the classroom
- when travelling around the school as a whole class

- when moving between school and church

### **Upon discovering a child is missing**

The following action should be taken:

1. ensure the rest of the children are properly supervised and notify the Headteacher or other senior leader, if possible
2. enlist the support of at least one other adult
3. conduct an initial search of the immediate area
4. expand the search area, directing adults to different parts of the school building/grounds
5. if, after a thorough search, the child can't be found, and there is a chance that the child has left the school site, contact the police
6. expand the search beyond the school site
7. inform parents or carers of the situation

If a child is seen leaving the school site the following action must be taken:

1. enlist the support of at least one other adult, if possible
2. if possible, notify the Headteacher or other senior leader
3. follow the child, attempting to keep them within sight
4. if sight is lost, return to school and contact the police
5. inform parents or carers of the situation

**IF THE CHILD IS RUNNING AWAY AND THERE IS A DANGER OF THEM RUNNING INTO TRAFFIC, DO NOT RUN AFTER THEM.**

- 1. IF POSSIBLE, KEEP THEM WITHIN SIGHT, OTHERWISE RETURN TO SCHOOL AND CONTACT THE POLICE**
- 2. INFORM PARENTS AND CARERS OF THE SITUATION**

Following an incident, the Headteacher will conduct an investigation to identify any factors that need to be addressed by the school. The Governing body will be notified of any incidents.

END