St Patrick's Catholic Primary School

Missing Child Policy

Date: May 2022

Review Date: May 2025

St Patrick's Primary School
Missing Child Policy

We strive for excellence within a caring and diverse community, nurturing the Catholic faith, respecting each other, living, working and growing together as part of God's family.

At St Patrick's Nursery we are always alert to the possibility that children can go missing while in our care. To minimise the risk of this happening staff will ensure that exists and entrances are kept secure and that all safety precaution and mechanism are in working order. They will carry out periodic head counts, particularly when transporting children between locations. (eg walking from the school to the local park).

If for any reason a member of staff cannot account for a child's whereabouts during a session the following procedures will be activated:

- The head teacher or in his absence the person in charge and the rest of the nursery team must be informed that the child is missing
- Staff will conduct a thorough search of the premises and surrounding area
- After 10 minutes the police will be informed. The school will then contact the child's parents or carers
- Staff will continue to search for the child whilst waiting for the police and parents to arrive
- Staff members will maintain as normal a routine as is possible for the rest of the children attending the nursery
- The school will liaise with the police and the child's parent or carer.
- If the child is harm in any way, we will contact the Local Authority and Ofsted.

The incident will be recorded **on our Safeguarding System**. A review will be conducted regarding this and any other related incidents along with relevant policies and procedures. The school will identify and implement any changes as necessary.

Useful numbers

Police: 0208 509 3127 or 111
Social Care: 0208 4962310
Ofsted: 0300 123 1231