



ST. ANDREW'S CE PRIMARY SCHOOL

Missing Child Policy

Our vision

At St Andrews's CE Primary School, we aim to bring children to a place where they can realise their full potential.

Our Christian values are the foundation of all we do and each one is a facet of the central value, love, which 'always protects, always trusts, always hopes, always perseveres' (1Corinthians 13:7)

Protect, Trust, Hope and Persevere

Every effort is made to ensure the safety of all children whilst at St Andrew's CE Primary School. This policy sets out our procedures for maintaining safety and dealing with the unlikely event of a child going missing.

To ensure children are accounted for at all times the following procedures will be observed:-

- Attendance registers will be marked at the beginning of the morning and afternoon sessions
- Sufficient adults will be on duty during playtimes and during outdoor activities
- All visitors to the school must sign in and out in the visitor's book kept in Manser Reception
- All parents collecting or returning a child during the school day must sign the register in Manser reception area

In the event of a member of staff fearing that a child has gone missing:

- A member of staff will alert other staff members and all children will be assembled in the classroom
- The class teacher will count and name check all the children present against the register
- Staff will check the whole of the inside of the school
- Staff will then check the outside and surrounding area
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Should a child not be found after 15 minutes (depending on situation) the Headteacher/Deputy Headteacher will:

- Contact the parents / carer
- Contact the Police
- Record the incident in the Welfare file and the child's file.

Master signed and filed by Rachel Reynolds – Chair of Governor's

Date: July 2026

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