



## ST. ANDREW'S CE PRIMARY SCHOOL

### Missing Child Policy

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

**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.

**Signed:** ..... *[Signature]* ..... **(Chair of Governors)**

**Date:**                **May 2023**

**Review date:**    **May 2024**