



St Mary's Catholic School

Missing Children policy

St Mary's Catholic School has a duty of care to all its students to provide a safe environment and to ensure their health, safety and welfare at all times. This policy is written in line with 'Children Missing Education DfE September 2016' Advice for schools and 'Children Missing Education DfE August 2024' Guidance for Local authorities.

The aims of the Missing Child Policy are as follows:

- To ensure the safety of all students.
- To ensure that we are able to find any child that goes missing either in School or on an activity outside School as quickly and efficiently as possible.
- To communicate effectively and to an appropriate timescale with everyone concerned.
- To follow up incidents and to review procedures accordingly.

Missing Child Procedure (at School)

The class teacher or member of staff involved will immediately inform the Head of Year/Key Stage Leader. They will then alert the Head of School, Site Staff and the Front Office staff.

The following actions will then be initiated, many of them concurrently:

- The Head of Year/Key Stage Leader will talk to the staff to establish what has happened.
- Members of the Pastoral team and/or Senior Leadership Team will organise a thorough search of the building and grounds with the Site Staff.
- Doors and gates will be checked to ensure that the student could not have left the secure site. If there is reason to believe they could have left the site, the Police may be notified at this point.
- Registers will be reviewed to ensure no other students are missing.
- Should the child remain unaccounted for once immediate checks have taken place, parents will be contacted.
- If the parents are unable to locate or contact their child immediately, the Deputy Headteacher or Headteacher will contact the Police.

Missing Child Procedure (on a School trip/visit)

The following actions will then be initiated, many of them concurrently:

- The Party Leader will gather the whole group together at a predetermined assembly point and check no other students are missing.
- If students have been broken into smaller groups and a child goes missing, the member of staff in charge of the group from which the child goes missing will alert the Party Leader immediately and, as above, the whole group will be gathered to check no other students are missing.
- The Party Leader will inform the Emergency SLT Contact and the Security team at the venue/destination, as appropriate. The Party Leader and Security team will liaise and organise a thorough search for the missing student.
- The Emergency SLT contact will inform the Deputy Headteacher or Headteacher and the Front Office staff.
- Should the child remain unaccounted for once the search above has taken place, parents will be contacted.
- If the parents are unable to locate or contact their child immediately, the Deputy Headteacher or Headteacher will contact the Police.

Reporting

Whether the incident occurs at School or on a trip/visit, the member of staff directly involved will, once the student has been found, write a report detailing:

- The date and time when it happened
- What staff were present
- When and where the student was last seen

- What was taking place at the time
- Estimate of time when the student went missing

A copy of this report needs to be forwarded to the school's Health and Safety Officer for inclusion in the accident book.

The Headteacher will inform the Chair of Governors if appropriate.

Any resulting child protection issues must be referred to the Designated Safeguarding Person(s).

Monitoring

Staff will be reminded annually of such procedures. Staff are regularly reminded to use the On-Call system if a child does not arrive at their lesson but is present in school.

More detailed guidance will be given to all leaders of educational visits and trips by the Educational Visits Coordinator, as appropriate.

This policy will be regularly evaluated to ensure the effectiveness of all procedures concerning supervision of students based on any incidents reported and in the light of any new legislation.

Policy review date	By whom	Approved (<i>insert date</i>)
September 2025	Local Governing Committee	10 th October 2025