



St. Catherine of Siena Catholic Primary School

Missing Child Policy 2021-2023

1 Scope

1.1 Scope: This policy applies to staff (including volunteers), pupils and parents at St Catherine of Siena Catholic Primary School (“the School”). This policy can be read with the Child Protection/Safeguarding Policy. The procedures in this policy may be adapted as necessary. The Head has a wide discretion in relation to the procedures in this policy.

1.2 Publication: This policy is provided to all staff in the Staff Handbook. Parents may request a copy from the School or review the policy on the School website.

1.3 This policy can be made available in large print or other accessible format if required.

1.4 Policy aims: Through the operation of this policy we aim to:

1.4.1 protect the health and safety of pupils at the School;

1.4.2 ensure that School staff know how to respond if a pupil goes missing.

2 Responsibility

2.1 The Governors delegate appropriate responsibilities for the day to day management of the School to the Head. In practice, all members of staff contribute to the safety of pupils at the School by providing appropriate supervision in accordance with the directions of Head and Senior Leadership Team. Academies are under a general duty to supervise pupils to the standard of a prudent or careful parent. Any member of staff who notices a pupil is missing or sees a pupil in a place where the pupil should not be has a duty to inform the Head or SLT without delay.

3 Procedure for pupil missing during the day

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St. Catherine of Siena Catholic Primary School

3.1 If an adult notes that a pupil is missing from class, the adult responsible should contact the Head or SLT immediately.

3.2 The Head or SLT will then:

- Liaise with the School Office*
- Check the pupil movement log (in the School Office)*
- Check the First Aid Room*
- Conduct a whole school search with other relevant staff. All available staff must meet at the Head's office to be instructed of their search area. They must then go to this area and search for 5 minutes and then return back to the Head's office for an update.*

3.3 As part of the initial search process, the pupil's fellow friends and classmates will be asked if they have any knowledge of the missing pupil's whereabouts.

3.4 If the pupil is found on site or in the vicinity, the School staff will make a concerted effort to persuade the pupil to return to the School. If the pupil refuses to do so, staff members at the scene will attempt to continue to monitor the pupil's whereabouts. Staff should consider contacting the parents in such circumstances.

3.5 If the pupil is not found after the initial search period, the Head or SLT will contact the School Office to register the pupil as missing, together with any suggestions as to where the pupil might be based on information gained from speaking to staff and other pupils. The Head or SLT will contact the pupil's parents at this point. The Head should be updated to all events and all attempts made to locate the pupil. All decisions on contacting parents should be made by the DSL/Head.

3.6 If the initial search is unsuccessful, the Head or SLT will contact the police after consultation with the parents (where appropriate) and provide the police with the information listed in section 7, as well as any other information reasonably requested by the police. A decision will be taken in accordance with the School's Safeguarding policy and procedures as to whether the School should also contact the Multi Agency Safeguarding Team in line with local procedures.

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4. Procedure for pupils missing during or following a journey

4.1 If a pupil is missing from a journey or has not arrived at the School following a Journey, the member of staff in charge will:

- Undertake an immediate head count in order to ensure that all other Pupils are all present.
- Ask another member of the school staff to search the immediate vicinity.
- Contact the venue/site manager and arrange an additional and wider search by adults with local knowledge.
- Contact the Head or SLT to report the incident. Seek guidance and advice and follow instructions given.
- Check with other pupils on the activity and ask them if they have any knowledge of the missing pupil's whereabouts
- Make a detailed account of what the pupil was wearing and the last sighting of the individual and report to the Head or SLT
- Keep all phone lines free (make alternative contact arrangements if phone signals are poor i.e. land line phone at venue)
- Take the remaining children back to school, if instructed to do so by the Head.

Head/DSL to follow procedure outlined in 3, 3.5 and 3.6

5. Information to be provided to the Police

When the School contacts the Police, the following information should be provided:

- the pupil's name
- the pupil's age
- an up to date photograph if possible

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- the pupil's height, physical description and any physical peculiarities
- any disability, learning difficulty or special educational needs that the pupil may have
- the pupil's home address and telephone number
- a description of the clothing the pupil is thought to be wearing
- any relevant comments made by the pupil such as "I'm going to run away to Brighton".

The information will then be passed to the various police stations through police channels and no further notifications from the School should be necessary.

6 Review

6.1 This policy shall be reviewed every two years by the SLT, and updated as necessary by ratification of the local governing body. In undertaking the review the SLT will take into account any incidents on CPOMS that indicate that there may be a problem with supervision, pupil support or security at the School and any issues raised by individual members of staff, parents and pupils.

7 CPOMS

7.1 The School must keep a written record of any incident of a missing pupil including:

- the pupil's name
- relevant dates and times (e.g. when it was first noticed that the pupil was missing)
- the action taken to find the pupil
- whether the Police or children's social care were involved
- outcome or resolution of the incident
- any reasons given by the pupil for being missing
- any known medical conditions

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- any concerns or complaints about the handling of the incident
- a record of the staff involved.
- home visits where necessary

7.2 A full written record of the incident will be kept on the pupil's file and safeguarding file if applicable

Policy Review

This policy will be reviewed in full by the Governing Body annually.

Approved by: **Governing Body**

Approved Date:

Review Date: **December 2023**



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