



SS Peter & Paul Catholic Primary School



Policy on Lost or Missing Child

Policy Written & Agreed:

Ratified by Full Governing Body:

To be reviewed:

September 2023

September 2025



SS Peter & Paul
Whole School Policy on Lost or Missing Child

This lost or missing child policy:-

- reflects the consensus of opinion of the whole staff;
- was discussed, written and agreed by the whole staff;
- has been approved by the Governing body.

The implementation and ownership of this policy is the responsibility of the whole staff.

The overall accountability and effectiveness of the policy will be the responsibility of the Executive Head Teacher and Senior Leadership Team.

At SS Peter & Paul Catholic Primary School we take a professional approach to safeguarding the children in our care. We believe that every child has the right to feel happy and safe in school, whilst under our protection.

As a Catholic school we regard every individual as unique and special in God’s family. This lost or missing child policy is designed to support every member of our school, taking into account their unique and special nature as part of God’s family.

We at SS Peter & Paul Catholic Primary School aim to provide a safe, secure and caring environment for all its children.

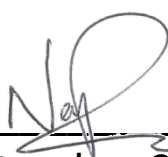
However, in the unlikely event of a child becoming lost or missing whilst at school, the following strategy will be carried out:

- Premises will be thoroughly searched by senior member/s of staff
- If the child is not found immediately, the School Office Manager will contact Police by dialling **999**
- Head Teacher to contact child’s family
- Office Manager to contact Governor & School Support **0121 303 2541**
- Head Teacher can, if necessary, contact Children's Advice & Support Service (CASS) on **0121 303 1888**
- Remainder of staff to carry on with session as normal so as not to alarm the children
- Involved staff will write a report, signed and dated. A copy of this will be sent to the parents, the LA, the Chair of Governors and filed. A report will be made to the Governing Body at the next full meeting.

Ongoing risk assessments will be carried out and an immediate review would take place after the incident with an action plan resulting from findings.

This policy, along with a copy of the school’s ***Safeguarding and Child Protection Policy - Sept 22***, will be given to anyone working in the school including those on site to run a club where children attend. They’ll also be given a copy of our **‘Information for After School Club Leaders’** booklet.

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