

# Christ Church Charnock Richard C.E. Primary School

*Inspired to learn, grow and flourish within our Christian family*



## Missing Child Policy

Reviewed 2018

## Procedures to be followed if a child goes missing from the premises

### Class teachers who have lost a child from their classroom.

- **Stay calm** – others are relying on you not to panic. Panic confuses the situation more and stops you thinking clearly.
- **Inform senior staff** – make sure as much detail concerning the circumstances are shared with senior staff. Ensure that the rest of the class are safe and calm and that another member of staff is supervising them whilst you assist in tracing the child.
- **Assist with the search** both inside and outside the building.

### Senior staff on duty.

- **Stay calm** – others are relying on you to be in control.
- **If you are sure that the child is missing ring 999.**
- Have the child's contact details in front of you - you will be asked for date of birth, address etc and details of the incident. They will give you an incident number that you will need to quote in connection with the case.
- **Police will visit school** as soon as possible to meet with you and to gather further details.
- **Inform parents** – obviously you will need to reassure them that everything is being done to resolve the situation. If parents are on site stay with them. Try and keep calm whilst making every effort to locate the child.
- **Gather information** from other staff or anyone else e.g. classmates who may be able to help.
- **Stay by the phone.**

### Once the incident has been resolved.

- The class teacher and a senior member of staff should record all details including actions taken by yourself and others in the Child protection log. Include any follow up action, details of incident, number provided by the police etc
- Investigate how the incident was allowed to happen.
- Put in place further safeguarding procedures if necessary