



LORETO PREPARATORY SCHOOL
Dunham Road, Altrincham,
Cheshire WA14 4GZ
Telephone: 0161 928 8310
Registered Charity No. 250607

MISSING CHILD POLICY

Mission Statement

At Loreto Preparatory School
We are eager and inspired to do our best,
Meeting the challenges and opportunities of a changing world
With love in our hearts.

We are called to be joyful and prayerful,
Living the Gospel and the Catholic faith
And celebrating the values of Mary Ward
With our parents and the whole Loreto family.

Women in time to come will do much.
Mary Ward

This policy has been written with regard to and in the spirit of our school aims, in particular to enable the children:

'To feel secure and valued within a safe and well-maintained environment.'

This policy applies to the whole school, including the Early Years Foundation Stage, and before and after school provision and activities.

This policy addresses DfE guidance *Working Together to Safeguard Children March 2015* and current *ISSR*.

Child Absent at Registration

If a child is absent at registration time and no notification has been received from the parents, the school office will contact the parents by 9.30 am to establish the reason for absence. If the school has cause for concern, the school office will contact the Children's Services for the child's local authority.

Child Missing during the School Day

If a child is found to be missing during the school day e.g. missing from the playground, not accounted for at afternoon registration etc. the following procedure is to be followed:

If the children are outside, the bell is rung and all pupils are taken back to the hall and the registers collected from reception and a full roll call taken. The pupils would then remain in the hall under appropriate supervision. The school would be locked down for security.

If there is suspicion that a pupil is missing whilst the pupils are inside, then the head teacher or the senior member of staff on site will instruct all pupils to return to their classroom with the class teacher and a full roll call made. The pupils would remain in their classrooms until otherwise told. The school would be locked down for security.

All remaining staff would be given areas of the building to search. All rooms and areas of the building would be searched, paying particular attention to areas where a child could hide (under the stairs, behind boxes, in cupboards etc.). At the same time, members of staff would also do a thorough search of the grounds, paying particular attention to behind trees/in shrubs.

Staff will report to the head teacher or person in charge using mobile phones to expedite communications. If after 15 minutes the child is not found, the head teacher will notify the police (999 call) and then notify the parents.

The school will remain in lock down, with no person entering or exiting the building until otherwise instructed. If necessary, all parents/guardians would be informed via ParentMail text service and by phone for parents/guardians who have not signed up for ParentMail.

Pupils with Special Educational Needs or Disabilities

The staff are made aware of these children through the SEND register.

Children Missing from Education

The school has a legal duty to report the following attendance issues to the local authority in which the child lives: ten days of unauthorised absence (having made enquiries as to the child's whereabouts and other than for reasons of sickness or leave of absence); failure to attend regularly or repeated absences; deletion from the school register when the next school is not known.

Deletion from the Register

The school must inform the local authority (where the child is resident) where a pupil's name is going to be deleted from the admission register on certain grounds. In summary, these are: when the child has been taken out of school to be home educated; when the family has apparently moved away; when the child has been certified as medically unfit to attend; when the child has been permanently excluded.

Associated Policies

Attendance

Child Missing Education

Child Protection

Reviewed Summer 2017

Next Review Summer 2020