

Federation of St. Godric's RCVA Primary School, Thornley & St.
Mary's RCVA Primary School, Wingate

Policy If a Child Goes Missing

St. Godric's is a welcoming Christian community providing a distinctive Catholic environment. Working in partnership with parents, parish and community, all are valued for who they are. We believe that everyone is unique, gifted and loved by God. Through affirmation and challenge, all members of our school community are nurtured and encouraged to grow and develop their full potential and self worth.

Rationale

At our school, we always prioritise the health & safety of our pupils and will always ensure, to the best of our ability, that they are safe whilst in our care.

School Policy

We always ensure that school gates are locked during the school day, and our school is surrounded by a security fence. All external doors are unable to be opened from the outside. Pupils are made aware that they are not to leave the school building or school grounds without permission during assemblies & during class/school rule discussion sessions. In the unlikely event of a child going missing during the school day, the following procedure will be followed:

- The teacher or adult on duty alerts the office & senior manager on duty as soon as they realise the child has gone missing.
- All non class based staff search the school building immediately, followed by the external school grounds.
- If the child still cannot be found, their parents & the police are alerted, whilst, at the same time, the senior manager & any other relevant member of staff may drive or walk around the community to begin a search for the child if the child is younger. They will not be able to give the child a lift, but will try to talk to them & contact school that they have been found. The office telephones will be continuously manned.