



English Martyrs' Catholic Primary School

*'Lighting the flame for life-long learning'*

*(February 2024)*

Lost Child Procedure

In the unlikely event of a child going missing from the school the following procedure will be implemented immediately:

- All staff present will be informed and an immediate thorough search of the school will be made followed by a search of the surrounding area, ensuring that all other children remain supervised throughout.
- A staff member will notify a member of the Senior Leadership Team whilst other staff continue searching.
- A member of the Senior Leadership team will carry out a second search of the area.
- If the child has still not been accounted for the school will contact the Police within approximately 5 minutes.
- The school will also contact the parents/carers of the missing child.
- During this period, staff will be continually searching for the missing child, while other staff maintain as near to normal routine as possible.
- A member of the Senior Leadership Team will meet the parents/carers and the police.
- The school will then await instructions from the police.
- Any incidents must be recorded in writing.