

# ST. WINEFRIDE'S CATHOLIC PRIMARY SCHOOL



## Procedure for Reporting a Missing Child

Initially the class teacher should:

1. Check with class pupils/first aid.
2. Send someone to check toilets.
3. Ring office and report child missing.

If child has absconded or is missing, office/ Senior Leader should:

1. Contact police (have DOB contact details and description of child ready)
2. Contact parents.
3. Check the building/grounds. If child is seen -be cautious. Communicate if you can but -DO NOT CHASE for fear they run into the road.