



Sacred Heart School

Service Before Self

Mission Statement:

The Sacred Heart is a Community committed to the education of its pupils in a Catholic Christian ethos, where each person is invited to serve God and others in faith, hope and love.

Aims:

- To foster spiritual growth in Christian faith and values
- To value, appreciate and enjoy learning
- To work for excellence
- To further curiosity and creativity
- To aspire to high ideals

Safeguarding

Lost / Missing Child Policy

Aim:

To ensure the safety of all pupils throughout the school day

Procedure:

In the event of a child not returning to class

- 1 Contact / Telephone the Office for assistance. Should there be no answer send for another adult
- 2 Ask for the building and grounds to be searched, ensure classes are supervised
- 3 If a child is not found telephone parents / guardian and police, keeping the Headteacher informed
- 4 If the child is found in the meantime ensure parents / guardian and police are informed
- 5 An investigation must be completed after the event and an incident form filled in
- 6 It is good practice for teachers to take a register at the start of a lesson (or simply note any absences)

Role of Office and Headteacher

If there is a report that a child is missing or unaccounted for, take the following action but please leave one person in the Office to communicate with all.

- 1 Alert Headteacher – ask class if they know
- 2 Alert Staff in Lower / Middle / Senior School / Barn / Sports Hall and House
- 3 Send for LSA to search
- 4 Office to check the register and signing out book
- 5 Check if Form Tutor knows of appointment / extra lesson / exam / counselling / team event or outing
- 6 Phone the Police

Fire Bell can be rung if situation becomes desperate

Missing pupil in Boarding House

- Staff members keep registers with Boarders clearly indicated
- During normal lesson time Boarders absence is the teacher's responsibility. At all other times absence will be noted by Boarding Staff.

Procedure for locating absent pupils:

1. Talk to other boarders
2. Notify staff to search site and convey information to Sr Danuta / Sr Francis
3. Call the child's mobile number if possible
4. Ring the fire bell to make sure that the pupil is not on the premises
5. If child's whereabouts is still unknown; call parents and notify the police with all relevant details.

Monitoring & Review

Senior Management Team will review any instances of children being lost to ensure policy applies

(Prepared June 2008 DPW; Jan 2013 SG, Feb 2015, Sr F; Review date Feb 2016)