**PEAR TREE SCHOOL**

**MISSING CHILD – STATEMENT OF PRACTICE**

If a pupil is missing from class, (yet was present at registration), the following procedures should be followed:

➢ Inform the Acting Headteacher as soon as possible, whether she is in the building

 or not.

➢ In her absence, inform the Senior Leadership Team – Debbie Swallow or Lucy

 Newman

➢ Search inside the school and school grounds as calmly and efficiently as possible

 in order to avoid instilling panic amongst other pupils.

➢ Contact the child’s family.

➢ Contact the police.

➢ Contact Mr Holden, chair of governors.

It is the responsibility of all members of staff to adhere to this procedure.

The Acting Headteacher will report any incidents and their outcomes to the Leadership Management and Teaching, Learning and Community Committee, the Governor responsible for Health and Safety and the Governor responsible for Safeguarding.

This statement of practice will be reviewed by the Acting Headteacher on behalf of the Governing Board in three years’ time or before if necessary.

Agreed 2023

Review 2026

Signed ………………………………………………………………………………

Date……………………………………………..