



Ballymacward Primary School

Missing Child Policy

Policy Statement

The safety and security of the children in our care at Ballymacward Primary School are paramount. Every care is taken to ensure that the children are accounted for at all times when they are in our care.

Procedures

Each pupil who arrives at school is registered first thing in the morning following the pupil being handed over to the class teacher or classroom assistant by their parent/carer. Older children will come in on their own, and make their way to their classroom. A member of staff will supervise the arrival of the school bus in the mornings, and children who travel by school bus will enter the building via the rear KS2 classroom door. Staff members maintain the appropriate high level of supervision throughout the session and are aware of the location of the children in their care at all times. If it is known that a pupil will be arriving late / leaving early by prior arrangement, written permission is given by the Principal, and on arrival/departure the pupil's Parent is also asked to sign to permission slip.

When on excursions off the school premises, staff members implement strategies to maximize the safety and security of the children in accordance with the school's Educational Visits policy. Full risk assessments are carried out. A list of all the children's names and parental contact numbers is carried by the trip leader and the children are split into small groups according to the proper staff/pupil ratios for the age of the children and the purpose of the trip or activity. Each group is managed by a separate member of staff. The number of children is checked regularly by frequent head counts. However, in the unlikely event that after a head count or at another time it is noticed that a child has gone missing, whether in school or out, the following procedures will be followed.

- Staff will maintain safety and well-being of other children.
- A roll call will be taken.
- A member of staff will search the immediate vicinity or school grounds, going to places at which the child was last seen and tracing the routes that they may have taken.
- If the child is not found after approximately 20 minutes, the Principal or Deputy will endeavour to contact the parents of the missing child by telephone.
- If after approximately a further 15 minutes the parents have not been contacted, the Principal or her Deputy will contact the police.
- Once police arrive all relevant information about the child will be given. The police will then take over the search.
- If off-site, the Group Leader will remain with the police to comfort the child when found and maintain regular contact with the school.
- The remaining staff will return to the school with the rest of the children if off-site.

When the situation has been resolved, the Principal will review the reasons for this event happening and revise measures if necessary.