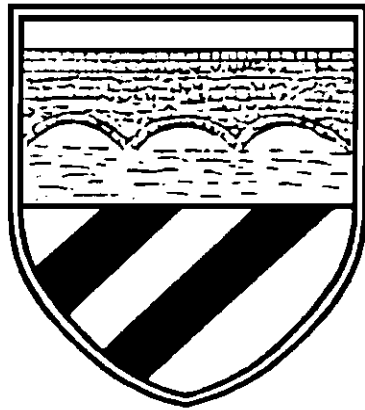


# **DRUMAHOE PRIMARY SCHOOL**



## **Missing Pupil Policy**

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**Our school has the highest regard for the safety of the children in our care. Staff will always be extremely aware of the potential for children to go missing during the day.**

Even when all precautions are properly observed, emergencies can still arise. Therefore members of staff will undertake periodic head counts, especially at the transition points between lessons ie. Break & Lunch (in addition to the registration procedures). If for any reason a member of staff cannot account for a child's whereabouts during a session at the school, the following procedure will be activated:

- The member of staff in question will inform both the Principal and the rest of the staff that the child is missing and a thorough search of the entire premises/campus will commence. The staff will be careful not to create an atmosphere of panic and to ensure that the other children remain safe and adequately supervised.
- The Principal will nominate one/two members of staff to search the area surrounding the premises. All staff will be extra vigilant to any potentially suspicious behaviour or persons in and around the school.
- If after 15 minutes of thorough searching the child is still missing, the Principal will inform the police and then the child's parent/carer.
- While waiting for the police and the parent/carer to arrive, searches for the child will continue. During this period, other members of staff will maintain as normal a routine as is possible for the rest of the children at the school.
- The Principal will be responsible for meeting the police and the missing child's parent/carer. The Principal will co-ordinate any actions instructed by the police, and the staff will do all they can to comfort and reassure the parents/carers.
- Once the incident is resolved, the Principal and the staff team will review relevant policies and procedures and implement any necessary changes (paying particular note to the relevant provisions of the School's Site Security and Risk Assessment policies).
- All incidents of children going missing from the school will be recorded in the Incident Record Book, and in cases where either the police or social services have been informed.