



## John Scottus Pre-School

### Missing Child Policy

This policy will be available to view and examine by all members of the school community: Parents, Staff, Board of Management and Trustees. They will be available for inspection in the Pre-school classroom in Old Conna, Ferndale Rd, Rathmichael, Co Dublin and on our School website.

Child Care Act 1991 (Early Years Services) Regulations 2016 ([Síolta Standard 9: Health and Welfare](#)) ([National Standard 4: Records](#), [National Standard 5: Organisation and Management](#), [National Standard 6: Evaluation](#), [National Standard 20: Safety](#))

#### **Statement of intent:**

It is our intention to keep children safe at all times and to avoid a situation whereby a child is missing.

#### **Procedure:**

- Children are welcomed into our Pre-School by their teacher, who marks their presence in the daily register.
- The main door is kept secure at all times.
- A note is made in the register if a child is to leave early or with another adult.
- The outdoor area is supervised when children are always outside and securely fenced and the gate secure.
- The rooms in which the children play is never left unsupervised/out of vision of staff.
- If all staff members and children are outside and a child needs to come inside, a staff member will accompany them inside.

**In the event of Staff not being able to locate a child on the premises:**

- The premises will be searched thoroughly and immediately.
- The register will be called to determine which child(ren) are missing.
- The grounds surrounding the service will be searched.
- Staff will call the local Garda.
- Staff will inform the parents/guardians.
- A full and thorough review of procedures and practices will take place to determine how the incident occurred and changes will be made if appropriate.
- An accident/incident form will be completed and appropriately signed