

St. Patrick's RCVA School



Procedure to follow if a child goes missing (either from the school premises or while being supervised outside of school by school staff)

- As soon as an alert that a child is missing is received, the Head Teacher or their Deputy must be informed.
- A search of the building and grounds (or the immediate area in the case of pupils being supervised away from school) will then be carried out by all available adults.
- NB NO CLASS/CHILDREN ARE TO BE LEFT UNSUPERVISED.
- If it is evident that the child has left the premises, or is not in the immediate area, both the parent and police must be informed immediately or, in the case of pupils on an educational visit, the Educational Visits Co-ordinator will follow the appropriate steps, liaising with the relevant authorities.
- If the child is found in the search of the buildings, grounds, or immediate area, the Head Teacher or their Deputy will speak to the child about the dangers of “going off” alone.
- Parents will be informed of the incident in writing. A near miss form/accident form will be completed and forwarded to the relevant authorities.
- A review will be carried out by the Head Teacher or their Deputy with all staff concerned.