

Cramond Missing Child policy & procedure



PREVENTION IS KEY

- Register each morning, after break, after lunch and after any handover from another teacher. The children in the class should know how many pupils are present each day. Best practice is they can name who is absent that day.
- Have clear routines for children going to the toilet or on a message
- Know which of your children have gone with another member of staff
- Ensure ALL staff know of any additional needs, triggers or flight risks.
- Know any child with individual Risk Assessment as per GIRFEC folder

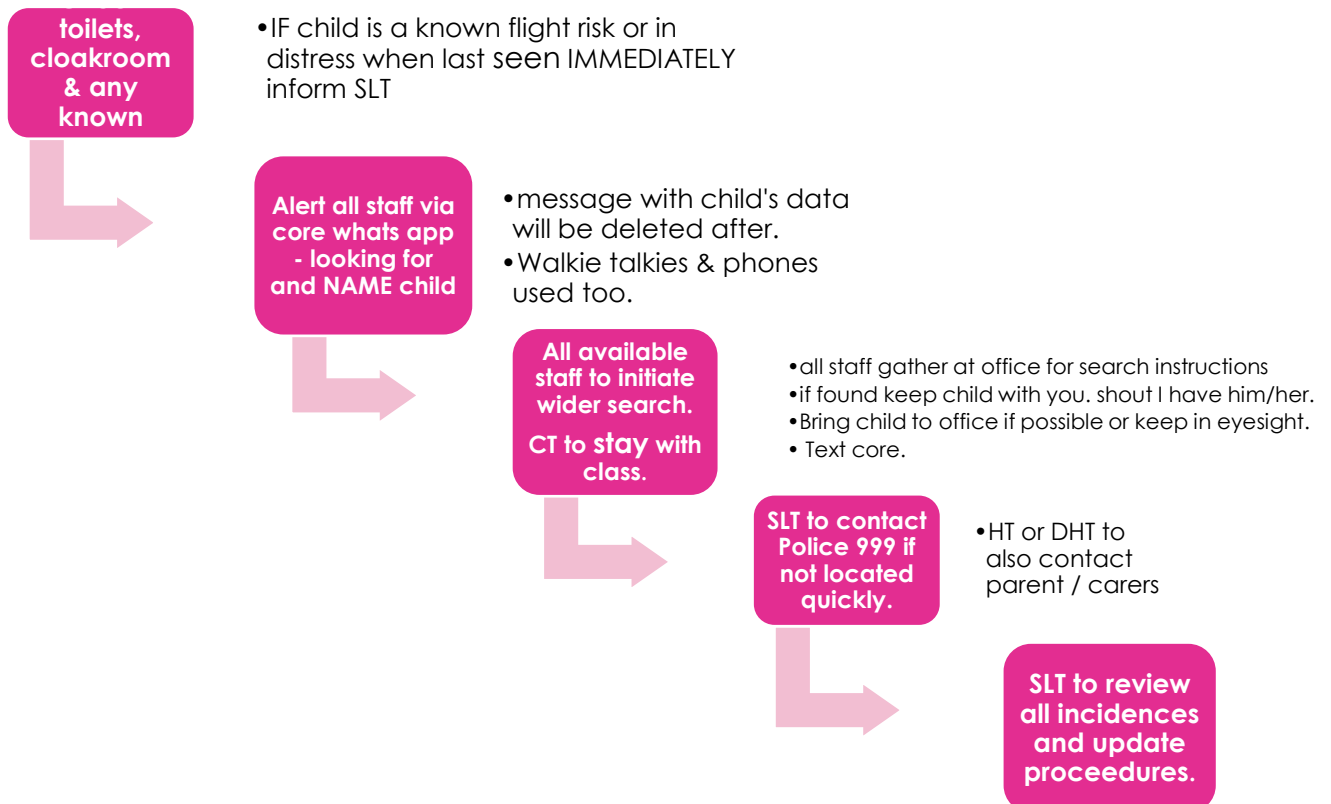
The class teacher has a legal responsibility to account for every pupil on their register within the school day to ensure a safe handover at the end of the day.

Nursery to P3 pupils MUST be matched to an adult/caregiver personally by teacher. Ensure you have clear permission from the parent to dismiss to another parent/carer.

From P4, pupils can be dismissed into the playground. Staff stay at door for few moments. Children reminded to return into school if any issues arise.

Out of school hours, in an emergency you may be asked to pass information to SLT.

IF A CHILD IS UNACCOUNTED FOR:



IF CHILD RUNS - KEEP IN EYE-SIGHT, FOLLOW AT A SAFE DISTANCE. REASSURE CHILD & COMMUNICATE WITH SLT. IF CHILD LEAVES THE GROUNDS POLICE TO BE CALLED.