



St. John the Baptist Boys' National School
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St John the Baptist BNS

Child leaving the school without permission

Rationale:

The formulation of a new policy was deemed necessary due to the possibility of pupils occasionally leaving the school premises without permission when they are under the care of the school.

This policy should be read in conjunction with the school code of behaviour and discipline.

Aims/Objectives:

To ensure safety of pupils and to ensure the school fulfils its duty of care.

Relationship to School Ethos:

The fostering of a safe environment is central to the mission statement of the school.

Roles and Responsibilities:

All staff members from Principal down have an input into the co-ordination and implementation of the policy. Class teachers oversee the reception of pupils in the mornings and their supervised dismissal in the afternoons. Special Needs Assistants, if present in the school, also participate in class reception and dismissal routines.

Internal School Procedures:

- Pupils are not deemed to have entered the care of the school until 8:50am when the school responsibility for supervision commences.
- Pupils must remain on school grounds with the teacher in charge and follow the teachers instructions at all times.
- Should a child leave the school grounds, without permission, the Principal must be informed immediately. If the principal is not available the next most senior teacher must be informed. The class teacher must arrange with another teacher the supervision of the class if it is necessary that they leave the class. If a class are outside two pupils may be sent to get the Principal/another senior member of staff.
- If the child is of a young age they may be shadowed and encouraged to return to the school. If a child is near the gate the teacher shadowing should not approach at first but may call to child, to encourage them to return.

- If the child refuses to return, they are to be followed by the Principal or most senior member of staff present. (A child is considered to be in danger if they would be unable to cope and remain safe without an adult present).
- Inform parents/guardians.
- Inform Gardaí of child leaving school.
- Before a child may return to school parents must meet with the Principal and class teacher to endeavour that such incidents do not occur again. A sanction may be imposed in line with the school code of behaviour and discipline.
- All incidents will be documented and kept on file.

Children conform to the policy by:

- Following teacher instructions at all times.

Teachers contribute to the policy through:

- Giving clear instructions for children to follow.
- Following procedures immediately should a child leave the school without permission.

Implementation Date

This policy will be implemented from _____

Timetable for Review

The policy will be reviewed in three years or as the need dictates.

Ratification & Communication

Signed: