

Polasaithe Naíonra Céimeanna Beaga

Polasaí 37: Páiste ar iarraidh _ Missing Child



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1. Páiste ar iarraidh

Is é an sprioc atá againne ná an baol go rachadh páistí ar iarraidh agus le linn dóibh a bheith faoinár gcúram a laghdú

Leagtar an tábhacht chéanna ar gach uile páiste atá ag freastal ar an seirbhís agus tugtar an cúram céanna do gach ceann acu. Tá an foireann faireach agus úsáidtear an foirgneamh sa chúí is go laghaítear an baol go bhfágfadh páiste an príomhghrúpa gan é sin a bheith tugtha faoi deara, ach go bhfuil saor-rogha gníomhaíochtaí ag na páistí ag an am céanna. Sa chúí seo, tugann an foireann páiste a dteastaíonn cabhair nó tacaíocht uathu faoi deara láithreach, agus is féidir leo freagairt dá réir sin.

Staff are vigilant and the building is used in such a way as to minimise the chance of children removing themselves from the main group without being noticed, whilst allowing them a free choice of activities. In this way, staff can be made immediately aware of a child needing help or support, and react accordingly.

Nós Imeachta:

- Tugann Tuismitheoir/ Caomhnóir nó feighlí leanaí ainmnithe an páiste Children are brought to the door of Naíonra by Parent / Guardian or designated childminder.
- Cuireann ball foirne ainmnithe fáilte roimh na páistí go dtí an suíomh agus marcálann sé/sí a láithreach sa chlárleabhar laethúil/sa leabhar rolla.
- Fanann ball foirne ar dualgas ag an doras le linn na tréimhse teachta agus imeachta agus go dtí go bhfuil na tuismitheoirí/caomhnóirí/feighlithe ar fad tar éis an t-áitreabh a fhágáil.
- Fágtar an doras daingnithe i gcónaí nuair nach bhfuil ball foirne ar dualgas ag an doras isteach.

- Coimeádtar nóta sa chlárleabhar den am a thagann agus a fhagann gach páiste, agus déantar nóta má chaithfidh páiste fágáil go luath nó má tá siad le fágáil le tuismitheoir eile.
- Déantar maoirseacht ar an limistéar lasmuigh.
- Ní fhagtar an seomra ina bhfuil na páistí gan mhaoirsiú nó as radharc na mball foirne.
- Fánann an foireann ar dualgas taobh istigh den phríomhsheomra an t-am ar fad, seachas má tá na páistí ar fad agus an foireann sa limistéar lasmuigh le chéile.
- Má tá an foireann agus na páistí go léir taobh amuigh agus má caithfidh páiste dul isteach, rachaidh ball foirne leo.

I gcás nach féidir leis an bhfoireann páiste a aimsiú ar an áitreabh:

- Déanfar cuardach cuimsitheach láithreach san áitreabh
- Glaofar an rolla le deimhniú cé hé/hí an páiste (cé hiad na páistí) atá ar iarraidh
- Déanfar cuardach san áit máguaird
- Cuirfidh an bainisteoir glaoch ar an nGarda áitiúil
- Déanfar athbhreithniú iomlán cuimsitheach ar na nósanna imeachta agus ar na cleachtais chun deimhniú conas a tharla an eachtra agus déanfar athraithe más cuí.
- Déanfar foirm thuairisce ar thimpiste/ar tharlúint a chomhlíonadh agus a shíneadh go cuí.

44. Missing Child

Our aim is to minimise the likelihood of children going missing while in our care.

All children attending the service are of equal importance and are cared for equally. The staff are vigilant and the building is used in such a way as to minimise the chance of children removing themselves from the main group without being noticed, whilst allowing them a free choice of activities. In this way, staff can be made immediately aware of a child needing help or support, and react accordingly.

Procedure:

- Children are brought to the door of Naíonra by parent/guardian or designated childminder.
- Children are welcomed into the setting by a designated member of staff, who marks their presence in the daily register/roll book.
- A member of staff remains on duty by the door throughout the arrival and departure period and until all parents/guardians and carers have left the premises.
- The door is kept secure at all times when a member of staff is not on duty at the entrance.
- Children's times of arrival and departure are noted on the register, and a note is made in the register if a child is to leave early or with another adult.

- The outdoor area is supervised.
- The room in which the children play are never left unsupervised/out of vision of the staff.
- The staff remains on duty within the main room at all times, unless all the children and staff are in the outdoor area together
- If all the staff and children are outside and a child needs to come inside, a member of staff will accompany them inside.

In the event of the 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 surrounding area will be searched
- The Manager will call the local Garda.
- The Manager 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.