


Occupational Health and Safety Management System	 <p>taaleem inspiring young minds</p>
Missing Child Policy 2023-2024	
Approved By Principal	

1. Policy Statement

This policy will provide a clear procedure to follow and to give all staff understanding of how to respond and whom to inform should they discover a child is missing. Our policy is designed to ensure that a missing child is found and returned to effective supervision as soon as possible.

This protocol refers to pupils who register at school in the morning and then is missing during the school day without a satisfactory explanation. Dubai British School JP and EH are a very secure sites, so it is unlikely that a child will go missing. However, this policy is designed to cover all eventualities, so these may include:

- If a child is missing on the school grounds during the school day;
- If a child is missing during morning drop off and afternoon pick up whilst the school gates are open;
- If a child is being taken by somebody who doesn't have permission to take them / a child being snatched outside the gate.
- A child missing on a school trip.

A missing child report form (section 5 – at the end of this policy) must be completed in all cases when this policy is implemented, and a copy emailed to the Facilities Manager for reference.

2. Child Missing in School

- The process to be followed to identify that a secondary student is considered as missing:
Register taken at the beginning of the lesson. If a student is missing, teacher checks absent report. If they are not absent, teacher checks previous lesson register. If child was present previous lesson but not present now, check nurses' office and sign out form. Then send whole staff email. SLT to sweep common 'hiding' areas. If still no response after 5 minutes Principal to determine if procedure is to be initiated based on knowledge and circumstance of the student.

- 2.1. The Class Teacher/Learning Assistant will take a headcount of the remaining students.
- 2.2. The Class Teacher/Learning Assistant will inform the Principal.
 - If the Principal is not available, then the next in line would be as follows: Head of School, Deputy Headteachers/Assistant Headteachers and then Year Group Leaders.
 - The Senior Leadership Team (**SLT**) will then take over.
 - SLT will ask the Facilities Manager to ensure that the school gates are locked during the school hours (outside drop-off and pick-up hours) and inform Security of the missing child
 - Facilities Manager ensures that Security on the school gates are aware and do not allow any unaccompanied students to leave the school matching the description provided.
 - Facilities Manager to ensure the Lifeguard remains besides the swimming pool until the child is found. Site staff to search all common areas in all buildings/blocks.
 - Whoever has the most information about the missing child (Class Teacher or Learning Assistant) will stay with SLT to impart the information they have. The other member of staff will stay with the class.
 - A member of the Administration team will then make a tannoy announcement “**all students to return to their classroom until further notice**” to alert members of staff to the fact that there is a missing child on site during the school day. When this announcement is made, the school goes into a silent lockdown procedure whereby all children return to their classrooms and sit in their classrooms with their teacher.
 - If children are outside, they are to be brought inside to their classroom.
 - SLT and administration staff gather in the Principal’s office and everyone is given an area to sweep
 - Whilst this is happening, the member of staff who alerted SLT to the missing child will review CCTV with the Facilities Manager.
 - If the child still cannot be found once the premises have been swept, then the Principal/SLT will call Central Office and will follow their advice.

Designation	Name	Contact No.
Head of Operations	Servee Palmas	050 654 9543
H&S Manager	Ryan Ormrod	058 524 2953
H&S Manager	Naglaa Radwan	055 996 7108

- Once the missing child is found, a further tannoy announcement will be made to inform members of staff “Movement around school can resume.”
- The Facilities Manager will inform Security that the child has been found.
- A full investigation shall be conducted by the Principal once the child has been found and appropriate measures implemented to reduce the risk of the incident happening again.
- The Principal will speak to the parents of the missing child and will give a full account of the incident

3. Child Taken without Permission

This is when a child is collected by somebody who is not allowed to collect them. In some instances, a court order may have been issued whereby the child can only be collected by a specific parent. If this situation arises, all teachers and members of staff including Security will be made aware of this so that the child is not wrongfully released.

It is the responsibility of the PA to the Headteacher to issue a photograph and full student details to the Facilities Manager, Clinic and Security teams. The class teacher is responsible to ensure Learning Assistants and any staff responsible for dismissal are also aware and have access to these details.

If a child is seen to be abducted, then follow the steps in **Section 2** of this policy listed above.

In the event that a child is released into the care of somebody that they should not be, then the following actions should take place:

* In the case where parents/persons are not allowed to pick up, Principal will inform all relevant staff members about it, and security team to be aware as well. Not permitted persons must go to principal office if found on school site.

- Attempt to catch the parent/individual and child before they leave the school grounds or car park;
- Class teacher to inform the Principal/SLT immediately who will then make arrangements to call the parent of the child who should have collected them
- If the 'safe' parent confirms that their child should not have been released to the 'unsafe' parent, then the police should be called if the parent agrees with this.

Anybody who witnesses a child being abducted outside of the school to immediately alert a member of the SLT. Detail is very important in this instance and assumptions must not be made when relaying information to a member of the SLT. Once the member of SLT has been informed, they will call the police. Only a member of the SLT can call the police.

If you see anybody suspicious on or around the school grounds, always use the 'challenge aspect', this includes shouting at somebody you believe is attempting to abduct a child as others in the nearby vicinity are likely to intervene and help. Use your phone to take photographs which may be shared with the police for evidence. It is strictly forbidden to share pictures with anyone other than Principal/SLT and staff must not post this information on any other WhatsApp groups/social media.

4. Child Missing on School Trip

In primary trips, regular headcounts to be conducted to ensure no students have been lost

- 4.1. The most senior member of staff to coordinate this procedure, either directly, or by telephone.
- 4.2. The Trip Leader is to gather all children on the trip into one place and take the register
- 4.3. Identify any student(s) missing and report immediately to on site Security and trip coordinator at the venue. Instigate local emergency procedures to begin the search for the missing student(s) providing a full description of the child and where they were last seen.

- 4.4. Trip Leader from the school to inform the Principal or member of the SLT immediately.
- 4.5. SLT to arrange for 2 senior members of staff to be sent to the location for immediate assistance.
- 4.6. Request any CCTV to be reviewed at the venue, particularly request external doors to be checked first for any recent activity.
- 4.7. If the child still cannot be found once the premises have been swept, then the Principal/SLT will call Central Office and will follow their advice.
- 4.8. The Trip Leader should not contact the parents. SLT to contact and inform the parents at the appropriate time.
- 4.9. Complete the Missing Child Report Form – section 5.

5. Missing Child Report Form

MISSING/FOUND CHILD REPORT FORM	
Full name of child	
Gender	
Class and year group	
Description of child and what they were last seen wearing	
Location of where child was reported lost	
Date and time child was reported lost	
Staff member on duty when child was reported lost	
Dubai Police Informed	Please circle: Yes No
Details of incident - how/when child became lost:	

Safeguarding Information (if applicable):	
Medical History (if applicable):	
Location where child was found: and by whom:	
Incident reported to parents by whom	
SLT to follow up with relevant staff members for a detailed meeting on how the incident occurred and agree preventive measures. H&S Officers to be informed of any actions	