



## MISSING CHILD POLICY

2019 - 2020

## BBS POLICY ON MISSING CHILDREN

The likelihood of children going missing whilst at school is minimal, because of existing security measures, which are in place on the school site and the generous staffing ratios. Nevertheless, in the event of this remote possibility happening, we have developed the following procedure:

There are a limited number of situations where a child might be become lost and these are listed below.

- Despite the appropriate level of student to adult ratio being put in place prior to the trip and a risk assessment written to minimise the possibility of this happening, a child wanders off either alone or with an unauthorised adult.
- Where a child wanders from classroom or school site, despite staff vigilance and existing security measures.
- Where a child leaves the school building or site with an unauthorised adult, despite staff vigilance and security measures.

### Action to be taken if a child is found to be missing:

#### **If the incident happens on site:**

- Alert the member of teaching staff in charge at time of incident;
- Ensure remaining children are supervised, one member of staff does a brief and quick search of adjacent rooms;
- If child is not found then alert a member of the Senior Leadership Team (SLT) **immediately - Head of Primary/Head of Secondary in the first instance;**
- The SLT member and class teacher, will determine from the relevant staff as to when the child was last seen and where;
- Ensure the remaining children are sufficiently supervised and secure, one or preferably two members of staff should search the building and grounds;
- Advise all members of staff, so that a search of the whole school site can be made;
- If the child cannot be found within 20 minutes the police and parents must be informed;
- Continue to search, widening the search area, keeping in touch via mobile phones if available;
- Head of Primary/Secondary to liaise with parents during and after the incident is resolved.

#### **If the incident happens on a trip:**

- All teachers on the trip will have mobile phones and will have left their contact details with the SLT at the school;
- Alert class teacher and the teacher in charge of the overall trip **immediately;**
- Teacher leading the trip will determine from the relevant staff as to when the child was last seen and where;

- Ensure the remaining children are sufficiently supervised and secure, one or preferably two members of staff should search the immediate vicinity;
- If trip site is staffed- ask the site staff for support in search;
- If the child cannot be found within 20 minutes the police must be informed;
- If the child cannot be found within 20 minutes the Head of Primary/Secondary must be informed by phone;
- The Head of Primary/Secondary will inform parents;
- Continue to search, widening the search area, keeping in touch via mobile phone;
- Head of Primary/Secondary to liaise with parents during and after the incident is resolved.

At a later date, SLT, the class teacher and other staff involved, should reflect upon possible reasons for the incident having happened and review current practice, putting measures in place to prevent any future recurrence.

<b>Review Date:</b>	July 2019
<b>Next Review Date:</b>	July 2020

<b>Principal</b>		<b>Date:</b>	
<b>BBS Board of Governors</b>		<b>Date:</b>	



### Belvedere British School Missing Child Record Form

This form is to be used in conjunction with protocols set out within the BBS Policy on Missing Children.

School \_\_\_\_\_

Child's Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Missing Date \_\_\_\_\_

Please tick (or leave blank if unknown). Please provide any further comments/concerns overleaf.

	Yes	No
1. Has the child gone missing with their family?		
2. Is the child in care or have a child protection plan?		
3. Is there planned or current Children's Social Care involvement?		
4. Is there good reason to believe that the child may be the victim of a crime?		
5. Have there been past concerns about this child and family which together with the sudden disappearance are worrying? e.g:		
a. Is there any known history of substance or alcohol dependency within the family?		
b. Is there any known history of domestic violence?		
c. Is there concern about the parent/carer's ability to protect the child from harm?		
6. Are there health reasons to believe that the child is at risk?		
a. Does the child need essential medication or health care?		
b. Was the child noted to be depressed prior to their unexplained absence?		
7. Are there religious or cultural reasons to believe that the child is at risk (e.g. rites of passage or forced marriage planned for the child)?		
8. Is the child new to the country or recently returned to the UAE?		
9. Has there been a recent, sudden or unexpected change in the child's behaviour?		
10. Have there been any past concerns about the child associating with significantly older young people or adults?		
11. Was there any significant incident that may have contributed to the child's unexplained absence?		
12. Has the child been a victim of bullying?		

13. Does the child have special educational needs or disabilities?		
14. Has there been any change in the child/family's financial circumstances?		
15. Is there a risk of eviction from the family home?		



**Q1 – If the answer is ‘yes’ to this question then consider recording as unauthorised absence unless other risk factors are known.**

**Q2 to Q7 - If the answer is ‘yes’ to any one of these questions please consider contacting the police and children’s social care immediately.**

Name of the person completing the form: \_\_\_\_\_





**Missing Student Form (continued)**

School \_\_\_\_\_

Child's Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Missing Date \_\_\_\_\_

Question No.	Comment / Concern																		
	<b>Analysis and Actions</b>																		
	<p>Has a referral been made to:</p> <table border="0"> <tr> <td>Yes</td> <td>No</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Education Welfare Service</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Children's Social Care</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Police</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Any other service (please define)</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>If external referral is, have all relevant documents been included?</td> </tr> </table>	Yes	No		<input type="checkbox"/>	<input type="checkbox"/>	Education Welfare Service	<input type="checkbox"/>	<input type="checkbox"/>	Children's Social Care	<input type="checkbox"/>	<input type="checkbox"/>	Police	<input type="checkbox"/>	<input type="checkbox"/>	Any other service (please define)	<input type="checkbox"/>	<input type="checkbox"/>	If external referral is, have all relevant documents been included?
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