

# THE BRITISH SCHOOL OF BAHRAIN



## Missing Child Policy

DOCUMENT CONTROL	
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## 1.0 Introduction

- 1.1 The School has a statutory duty of care to all of its pupils to provide a safe environment and to ensure their health, safety and welfare at all times.
- 1.2 This policy should be read in conjunction with the School's other policies including, but not limited to, the Safeguarding Policy, Attendance Policy, Trips Policy

## 2.0 Aims

- 2.1 The aims of the Missing Child Policy are as follows:
  - 2.1.1 To ensure the safety of all pupils
  - 2.1.2 To ensure that we are able to find any child that goes missing either in School or on an activity outside of School as quickly as possible.
  - 2.1.3 To communicate effectively and to an appropriate timescale with everyone concerned.
  - 2.1.4 To follow up incidents and review procedures accordingly.

## 3.0 Missing Child Procedure (at School):

3.1 If The class teacher or member of staff involved, including peripatetic music teachers, have concerns about the whereabouts of a pupil they should immediately inform a member of the Senior Leadership Team who will follow the Missing Child Guidance for Action (Appendix 1)

- 3.1.1 Contact Head of School or SLT Member
- 3.1.2 Establish the last known position of the pupil via CCTV, ICT, peers, teachers etc.
- 3.1.3 Check toilets
- 3.1.4 Check classrooms
- 3.1.5 Call Medical Centre
- 3.1.6 Call departmental offices
- 3.1.7 Call Libraries
- 3.1.8 Call pupil on their mobile (if known)
- 3.1.9 Alert Security to prevent anyone leaving

3.2 After 30 minutes of 'child missing':

- 3.2.1 Establish a central coordination point with telephone and computer access e.g. Board room
- 3.2.2 Alert ICT Support to attempt to locate any ICT activity & scrutinise CCTV
- 3.2.3 Alert Reception
- 3.2.4 Alert all appropriate staff
- 3.2.5 Inform appropriate staff of the central coordination point
- 3.2.6 Print out large colour photographs of the 'missing' pupil from ISAMS
- 3.2.7 Engage security, Caretakers & Cleaning staff to sweep the school
- 3.2.8 Begin detailed and systematic search of the School

3.3 After a further 15 mins of 'child missing' (45mins total):

- 3.3.1 Notify Parents via telephone (NOT via email).

3.4 After a further 15 mins of 'child missing' (1 hours total):

- 3.4.1 Notify the parents that the School will contact the Police.
- 3.4.2 Arabic speaker to contact Police and report 'missing child'
- 3.4.3 All relevant information about the child should be given to the Police
- 3.4.4 Inform the Executive Headmaster that Police have been called.
- 3.4.5 Continue search until Police arrive and take over co-ordination.

#### **4.0 Missing Child Procedure (on a School trip):**

- 4.1 The member of staff in charge of the group from which the child goes missing will alert the members of staff accompanying the trip and/or other party leader.
- 4.2 The members of staff in charge of all the other groups will check no other pupils are missing and the Party Leader will gather the whole group together at a predetermined assembly point.
- 4.3 The Party Leader will inform the Emergency SLT Contact and Security at the venue. The Party Leader and Security will liaise and organise a thorough search for the missing pupil.
- 4.4 The members of SLT, DSL, or the Head will contact the missing pupil's parents. If the parents cannot be contacted SLT, DSL, or the Head will try to contact any of the alternative contacts that the pupil's parents have provided the School with.
- 4.5 If the parents are unable to locate or contact their child after 15 minutes, the party leader will need to decide when to contact the Police or any other appropriate emergency service.

#### **5.0 Communicating Outcome:**

- 5.1 As soon as the missing child has been located, the DSL must be made aware and will then ensure that parents and all staff dealing with the matter are also made aware.

#### **6.0 Reporting:**

- 6.1 Whether the incident occurs at School or on a trip, the member of staff directly involved will, once the pupil has been found, write a report detailing:
  - 6.1.1 The date and time when the pupil was reported as missing
  - 6.1.2 Which staff were present
  - 6.1.3 When and where the pupil was last seen
  - 6.1.4 What was taking place at the time
- 6.2 A copy of this report needs to be forwarded to the Director of Finance and Head of Operations for inclusion in the Accident & Near Misses Report
- 6.3 The Executive Headmaster will inform the CEO, Middle East & Africa if appropriate.
- 6.4 Any resulting Child Protection issues must be referred to the DSL of the relevant school

### **7.0 Reintegration and Follow-up:**

- 7.1 The pupil will return to school when all agencies supporting the pupil and their family have been consulted and agree that it is in the best interests of the pupil to do so. A member of the Pastoral Team, normally the DSL or Deputy DSL, will oversee reintegration for the pupil, seek advice and guidance from any external agencies and liaise with the pupil's parents.
  
- 7.2 The member of staff overseeing reintegration will take time to speak to the pupil, on more than one occasion if required, in order to try to fully understand why they went missing and what the School can do to support the pupil. Such support could include, but is not limited to, offering sessions with the school counsellor.

### **8.0 Staff Training:**

- 8.1 The Heads of Section and the DSL will remind their staff at staff meetings of the procedures at the start of each academic year.
- 8.2 The DSL and the Head of HR Manager are to ensure new staff are familiar with the Policy during induction.

## 9.0 Appendix 1:

# Missing Child Internal Guidance for action during a School Day

9.1 A child is deemed 'missing' if the pupil cannot be located in the medical centre, classrooms, departmental areas, AstroTurf or wherever they are meant to be located.

## **9.2 On suspicion of a 'missing child' – actions in priority order**

- 9.2.1 Contact Head of School or SLT Member
- 9.2.2 Establish the last known position of the pupil via CCTV, ICT, peers, teachers etc.
- 9.2.3 Alert Security to prevent anyone leaving
- 9.2.4 Call reception & PAs to prevent anyone leaving
- 9.2.5 Call Medical Centre/Counsellor/Learning Support Hub
- 9.2.6 Check instrumental programme schedule
- 9.2.7 Check toilets
- 9.2.8 Playgrounds all around the campus e.g. climbing frame, sport hall
- 9.2.9 Check classrooms
- 9.2.10 Call departmental offices
- 9.2.11 Call Libraries
- 9.2.12 Call pupil on their mobile (if known)
- 9.2.13 Stairwells
- 9.2.14 Prayer Rooms

## **9.3 After 30 minutes of 'child missing'**

- 9.3.1 Establish a central coordination point with telephone and computer access e.g. Board room
- 9.3.2 Alert ICT Support to attempt to locate any ICT activity & scrutinise CCTV
- 9.3.3 Alert all appropriate staff
- 9.3.4 Inform appropriate staff of the central coordination point
- 9.3.5 Print out large colour photographs of the 'missing' pupil from ISAMS
- 9.3.6 Engage security, Caretakers & Cleaning staff to sweep the school
- 9.3.7 Begin detailed and systematic search of the School:
  - 9.3.7.1 Pupil's last known location – pupils/staff sight
  - 9.3.7.2 Known or expected movements
  - 9.3.7.3 All toilets (including Changing Rooms & Dance Studio)
  - 9.3.7.4 Medical Centre
  - 9.3.7.5 Library
  - 9.3.7.6 Changing rooms
  - 9.3.7.7 ICT suites and meeting rooms
  - 9.3.7.8 Classrooms and departmental offices
  - 9.3.7.9 Common Room/Canteen/Café etc
  - 9.3.7.10 Grounds

**9.5 After a further 15 mins (45 mins total)**

- 9.5.1 Notify Parents via telephone (NOT via email). Have Arabic speakers nearby.
- 9.5.2 Reassure parents & prevent panic
- 9.5.3 Outline procedure and provide direct line to the central coordination point
- 9.5.4 Request that the parents contacts pupil through all media e.g. phone, e-mail, social media
- 9.5.5 If no answer on parents' contact numbers, leave a message to contact School without divulging details.

**9.6 After a further 15 mins (1hr total)**

- 9.6.1 Notify the parents that the School will contact the Police.
- 9.6.2 Arabic speaker to contact Police and report 'missing child'
- 9.6.3 All relevant information about the child should be given to the Police:  
*Description of pupil, description of clothes, distinguishing features, location of last known whereabouts. PROVIDE A PHOTO OF PUPIL*
- 9.6.4 Inform Executive Headmaster that Police have been called.
- 9.6.5 Continue search until Police arrive and take over co-ordination.