
Missing Child Policy

Adopted by the Governing Body: September 2017

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Next review due: 9th September 2021

Led by: A.Kastelanides

MISSING CHILD POLICY

Every effort is made to ensure the safety of each pupil whilst they are in the school's care, be it on or off site. Every member of staff has equal responsibility in ensuring the safety of our children and knowing where they are. It is the responsibility of parents and carers alike to ensure they provide correct and updated information on a timely basis and know the procedures for handover of their child at the beginning and end of the school day.

This policy sets out our procedures for dealing with the unlikely event of a child going missing.

PROCEDURES AIMED AT REDUCING RISK OF A MISSING PUPIL:

- On site, children must NOT be dropped off until a member of staff is present and until the gates have been opened
- Children must not be left in the class room if at all possible unless the teacher is present when she/he will take full responsibility.

Break Supervision

Staff supervise the playgrounds at all times. No child is permitted to leave the school grounds to collect balls etc, and gates must be kept locked at all times.

Educational Visits:

Staff must adhere to the staff handbook at all times and act upon the guidance with regard to ratios. A mobile phone should be given to the Party Leader and contact maintained with a designated member of staff or committee member throughout the visit. With regard to Residential Trips, the Party Leader must be in direct contact with a designated member of the Senior Leadership Team who will also have access to the agreed communications system.

PROCEDURES IN THE EVENT OF A CHILD GOING MISSING

In the unlikely event of a child going missing, staff should do the following:

- All staff will remain calm at all times
- The senior member of staff present or the Party Leader will do a thorough headcount
- The senior member of staff present will inform the Head Teacher and deploy staff appropriately in order to have maximum effect in finding the lost child (via the school office if incident occurs on a visit).
- Where possible, two adults (**one being a Greek Community School employee**) will remain with the children while other staff and adults carry out a search, if a child goes missing on an Educational Visit off site.

- The immediate area will be searched first and then surrounding areas.
- If the child has not been found within **5 minutes**, the senior member of staff will inform the Police and internal security of the premises if on a school visit. The Police must be given a description of the child which the Party Leader will be holding as a matter of course when on an Educational Visit.
- The parent/carer will then be informed immediately, unless there are reasons connected with the child's welfare which indicate that this should not be done.
- The senior member of staff will continue to take instructions from the Police while other staff continue to search. The Head Teacher will be kept informed at all times.
- Once the child has been found, a full report will be written by the senior member of staff present and signed by all other staff present. This will then be submitted to the Head Teacher who will be responsible for reviewing any relevant policies, procedures and safety issues that can be revised in order to prevent similar incidents occurring again.
- The report will form the basis of the investigation, which will be carried out by the Head Teacher, and logged in the incident file.
- Should it be found that there was a case of gross indiscipline on the part of the child, the Head Teacher must include the parents in the investigation. The school reserves the right to exclude a child on such grounds.

The child's welfare is paramount, therefore all staff including the registered person(s) must keep this in mind and act upon at all times.

Antonia Koumi-Kastelanides

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