



Missing Child Policy

Introduction

The register is taken by the class teacher or tutor at 07:45 each day on iSAMS. If a child is absent, there may be some satisfactory explanation, e.g. he/she may be ill, absent with permission, have a medical appointment, or be away for some other approved purpose. If a child is absent and the class teacher or form tutor has not received any notification from the pupil's parents confirming the absence they mark the pupil on the register as absent code 'N' – no reason yet given. In this case, the following action should be taken:

Stage one

The school secretary produces a registration status report which shows all children who have been registered absent from school on that day, along with the registration codes showing the reason for their absence. All children given an 'N' – “no reason yet given” registration code -- must be checked to ensure the safety and wellbeing of the child. Preliminary enquiries involve checking the absent@cranleigh.ae email address in case notification has been sent to the school by the parent, checking the medical clinic and checking against the late sign in register. If there is still no confirmation of the pupil's absence, an SMS message is sent to the pupil's parents asking them to confirm their child's absence via email, or telephone the school's main switchboard.

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Stage two

If a parent telephones or emails the school to say that they believe their child should be at school, the school Secretary or Security will check with the child's class teacher/s to confirm that they are not in school. At this point checks will also be made with children in the same class and siblings, to ascertain whether or not the child has been seen in school that day. Calls will also be initiated to other family and/or household members to verify that the child is unaccounted for. If the child is then located a return call is made to the parent to confirm that their child has been accounted for. If the pupil is not located, the move is made to the third stage action.

Stage three

The Head of School, Head of Year, Deputy Head Pastoral, Security and Facilities Manager are informed and a security search of the school is made. In the event that the child has still not been located, the Headmaster is informed and, after consultation with the parents, police are contacted.

Stage four

When the child is located, all necessary parties are informed to stand--down (as outlined above). It will be necessary to review the nature of the absence and consider whether or not it should be dealt with as a disciplinary matter or in some other way. It may be necessary to

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consult the pupil's Housemaster, Head of Year, Deputy Head (Pastoral) Tutor/Teacher and Parent, the School Nurse or Head of School to ensure that any support required is made available to the child. The Headmaster should be kept informed and ensure that regulatory reporting is completed.

Staff Protocol with regard to a missing pupil from class (also outlined in the Staff Pastoral Handbook)

What to do if a child/children are absent from your lesson.

Please make sure the following is done:

- **Whilst there is no register to be done on iSAMS, you should obviously be aware of who is and isn't in your class, every lesson. This can quickly be done on the VLE, which also provides pictures of pupils too. The majority of staff will also probably record it in some way for their own records.**
- **Where children are absent, ask the class about them. If there is agreement they are not in school today or have gone to the Medical Centre, a music lesson, or are otherwise accounted for, you need take no further action unless you have any reasons for suspicion. Also, remember that the front page of iSAMS shows a list of who is registered absent and who is out of school.**



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- **However, were a child is absent, and children say they have been in school, but nobody now knows where they are, follow the missing child's procedure:**
 1. **Email reception-dept@cranleigh.ae (which covers Prep and Senior) with a Red Exclamation Mark email, and copy in medical@cranleigh.ae**
 2. **They will check the sign out sheet and ask around and then raise the alarm if the child is not accounted for, with a "missing pupil alert email" to everyone.**
- **Please note that Security in both school buildings will not let a pupil leave unless they are with an adult having signed out.**
- **Finally, if in doubt about any reason for a pupil's absence, check up on it later e.g. Were they really in the Medical Centre all lesson on the day of that test?**

This document is reviewed annually



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Reviewed by: Sean Mcdermott AP Pastoral

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