

Missing Child Policy

Introduction

The register is taken by the class teacher or tutor on iSAMS at 07:45am Mon-Thurs and 7.30am on a Friday. 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 registers. If there is still no confirmation of the pupil's absence, an SMS message and email is sent to the pupil's parents asking them to confirm their child's absence via email, or telephone the school's main switchboard.

Stage two:

If a parent telephones or emails the school to say that they believe their child should be at school, the School Secretary and/ 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

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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 (Pre-Prep and Prep)/ Housemaster/Housemistress (Senior), the member of SMT responsible for Pastoral Care in the appropriate school, the Designated Safeguarding Lead, Security and Facilities Manager are informed via the CAD Incident Whatsapp group and a security search of the school is made including the clinics. In the event that the child has still not been located, the Principal is informed and, after consultation with the parents, police may be 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 consult the pupil's Housemaster/Housemistress, Head of Year, SMT (Pastoral), Tutor/Teacher and Parent, the School Medical Team or Head of School to ensure that any support required is made available to the child. The Principal should be kept informed and ensure that regulatory reporting is completed.

Staff Protocol with regard to a missing pupil from class or other planned activity

What do I do if a child or children are absent from my lesson or planned activity?

Please make sure the following is done at the beginning of the activity:

- Whilst there is no register to be done on ISAMS, you should be aware of who is and isn't in your class, every lesson or activity by taking your own form of register. This can quickly be

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done on the VLE, ISAMS or SOCS , ISAMS also provides pictures of pupils too. Staff should also record it in some way for their own records.

- Where children are absent, ask the class about them. If there is agreement that they are not in school today or have gone to the Medical Centre, a music lesson, please confirm with an adult that they are present in school. Also, remember that the front page of ISAMS shows a list of who is registered absent and who is out of school.
- However, when a child is absent from your activity, and children say they have been in school or you can see they are registered on ISAMS, follow the missing child procedure:
 1. Email reception@cranleigh.ae (which covers Pre- Prep, Prep and Senior) with a Red Exclamation Mark email, and copy in medical@cranleigh.ae
 2. a. They will check the sign out sheet/socs register, then raise the alarm if the child is not accounted for, with a "missing pupil alert email" to everyone as per stages 3 and 4 above.
- Please note that Security in both school buildings will not let a pupil leave unless they are with an adult having signed out or have a leavers slip (Senior School only).
- 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?

Staff Protocol with regard to a missing pupil from CCA

- Complete the CCA Register on SOCS within 10 minutes of the start of the activity.
- Reception will collate any unauthorized absences from SOCs and check for any clashes. Security will check the location of students when clashes occur.
- If still unaccounted for, reception e-mail all staff and alert the CAD Incident Whatsapp group with a missing pupil message as per stages 3 and 4 above. Sibling's CCA should be checked by Security.
- If the pupil is still unaccounted for by 4.00pm at the latest, parents should be notified.

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Version: 2

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Final reviewed by: Tim McConnell-Wood, Vice Principal

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