

## **ONE INTERNATIONAL SCHOOL MISSING CHILD POLICY & PROCEDURE**

ONE International Schools' all-encompassing aim is to keep our children safe as an utmost priority at all times. This policy will be applied in the event of a child going missing wherever ONE I.S is operating, including off-site activities.

Here at ONE I.S. we believe if children are taught from an early age that their safety is important, it will help them to grow up feeling more confident. So in an attempt to minimise the risk of your child/children becoming lost whilst in the school's care, we will ensure the following steps have been implemented:

- Ensure the premises are secure and the appropriate steps followed in order to prevent unauthorised persons entering the premises (please see the Visitors policy and procedure)
- Ensure that the children are closely supervised both on school grounds and when off-site (see Risk Assessment Policy/Procedure and the staff to child ratios below for off-site activities).
- Ensure the students know to stay close to the group/teachers when they are away from the setting, taking into account the students' varied stages of development, understanding and the required level of supervision.
- Inform the children about how to keep safe, so they also know the procedure to take in the unlikely event that they become separated from the group/teacher.
- Inform the students about the dangers of wandering off, prior to the trip.
- Advise the students what to do if they find themselves lost.
- Carry an up-to-date photograph of each child on the trip.
- Taking into account the students' age and stage of development, we will identify a meeting point on arrival at the venue, should we get separated.

### **ON DISCOVERING THAT A CHILD HAS GONE MISSING, WE WILL:**

- The lead teacher will assign staff members to immediately search the surrounding area and also those who will supervise the remaining students in their care.
- Request help from people around you.
- If in a public place, a member of school staff will alert the venue employees of the situation and ask for assistance in searching for the missing child.
- If we are in a place where it is possible to seal off exits and access CCTV, then we will request that this is done immediately.
- People involved in the search will be given a description of the child and what the child is wearing. (Where possible – a picture)
- Staff will reassure the other students in their care, as we are aware that this could become a distressing situation for them.

### **IF THE SEARCH IS UNSUCCESSFUL, WE WILL:**

- Ring the police, providing a description and keep searching the area.

- Inform the relevant parents and/or carers of the situation as soon as is reasonably practical to do so.

After the event, we will record details on a ONE I.S. incident form, specifying record of events, timings, last known position of the child and actions taken, before asking parents to sign it.

We will consider any missing or lost child incident to be a 'significant event' and will therefore log this in our central incidents file. We will also review our policy and procedure to establish what went wrong and how it can be avoided in future.