



Cayman Prep & High School

High School

Missing Children Policy

School Mission Statement:

At Cayman Prep and High School, we aim to provide a stimulating learning environment, firmly rooted in Christian principles, in which our Children become critical creative thinkers, responsible citizens and lifelong learners in an ever-changing world".

Core Values:

<i>Loyalty</i>	<i>Forgiveness</i>
<i>Self-Discipline</i>	<i>Empathy</i>
<i>Integrity</i>	<i>Friendship</i>
<i>Excellence</i>	<i>Caring</i>
<i>Respect</i>	<i>Communication</i>

This Policy:

The purpose of this policy is to give all staff, both teaching and non-teaching, a clear understanding of how to respond and who to inform should they discover a child is missing.

The aims of this policy are to: -

- provide a clear procedure which is understood and effectively implemented by all staff.
- enable the missing child to be located as quickly as possible and given the appropriate level of safety and security consummate with the pupil's age and emotional/behavioural maturity.

Contents:

- Occasions when a child may go missing.
- Actions to be taken upon discovering a child is missing.
- Missing Children seen running off the premises.
- Investigations.

Emergency Procedures When a Child is Discovered to be Missing.

Occasions when a child may go missing.

Staff need to be mindful that a child can go missing at any time of the day. Examples of the occasions providing opportunities for a child to go missing are: -

a) **From an indoor lesson.**

This could occur when a child can leave the classroom unaccompanied by an adult and fails to return, for example:

- to go to the bathroom
- to collect something from his/her bag, locker
- being sent to another class or teacher
- undertaking requests for the teacher.

b) **From an outdoor lesson.**

This could occur when the class are outside the building with the children spread out and/or engaged in a variety of activities that make it easy for a child to wander away unnoticed. For example:

- during PE lessons on the playground or field
- during other outdoor lessons, (e.g., measuring parts of the building / ART / Photography etc.)
- at the beginning or end of outdoor lessons when children are getting changed or using the bathrooms, water fountains etc.

c) **Travelling about the school**

This could occur when the students have dispersed beyond the teacher's direct total supervision. For example:

- going to and from the hall or outdoors before and after a PE lesson
- going to and from the hall before and after assembly
- going to and from the classroom at the beginning/end of lunch/break times.

d) **Other Times.**

These include, but are not limited to:

- The start of the school day, when children are freely moving about the grounds and building to get to their classroom.
- Break and lunch times.
- The end of the school day, when children and parents are freely moving about.

Actions To be Taken upon Discovering a High School student is Missing

It is important that the person discovering a child is missing knows what to do.

What action is taken depends on who discovers the child is missing. Therefore, the following action should be taken by the following personnel.

Step One – The Subject Teacher marks the student as **Code A** in the register. The register should be saved immediately.

Step Two – The Subject Teacher sends e mail to hsattendances@cayprep.edu.ky and hsoffice@cayprep.edu.ky as code A alert notification.

Step Three – Members of hsattendances and hsoffice to check/verify that the student has not been signed out for an appointment.

Step Four – Members of hsattendances and hsoffice Contact School Counsellor(s) and Nurse to establish if they are aware of students' location.

Step Five – Members of hsattendances and hsoffice Contact the Head of Year, Key Stage Coordinator (KSC) or Head of Pastoral Care and Student Services to inform them that the child is unaccounted for.

Step Six – A check/verification to be made with the school Security Officer prior to a search of the school premises and its parameters.

Step Seven - Following this the Head of Year/Key Stage Coordinator (**KSC**) or Head of Pastoral Care and Student Services will undertake a search of the school premises starting with bathrooms and changing rooms. An email to all staff requesting information on student whereabouts will be sent by the office immediately.

- If this search does not discover the missing child within a reasonable time, Key Stage Coordinators must inform the Principal directly or via the school office of the missing child and the facts surrounding the child's disappearance.

Step Eight - The Principal will:

- Join in searching the school premises for the missing child directing the Teacher (and others) where to search.
- **When the Principal is satisfied that the child is not on the premises**, he (or in his absence the designated member of staff), will either contact or arrange for a member of staff to contact the child's parents and inform them of the situation and to enquire if the child has returned home or is with them.
- **If the child is at home or with them**, the parents will be informed by telephone of the known facts surrounding the child going missing.

Step Nine - If the child is not at home or with the parents, the Principal will, in consultation with the parents, phone the police (**RCIPS**).

- **The Director** will inform the Chairman of the Board of Governors, but if the Director is not available the Principal will report the matter directly to the Chairman of the Board of Governors.

Step Ten -Thereafter, the Principal will follow the instructions of the **(RCIPS)** regarding the continuation of the search for the child.

Further guidance for the Office Staff:

- Inform the Principal of the missing child and then await further instructions. They will not take part in the search but if instructed to do so by the Principal will instead contact the child's parents and inform them of the situation and enquire if the child has returned home.
- They will then hand communication with the parents over to the Principal unless directed otherwise by the Principal.
- If the parents cannot be contacted, the office staff will, if directed to do so by the Principal, telephone the Director, the Police to inform them of the missing child and giving them such information as they may request.
- The school staff, including the Principal, will then continue the search as directed by the police and the relevant staff member will continue to try to contact the child's parents.

Missing Children Seen Running Off the Premises

- If, during the search, the missing child is seen leaving the premises, the member of staff witnessing this must inform the most senior member of staff immediately available or, if none is available, send a message to the office via a reliable messenger without losing sight of the child if possible.
- Generally, staff should not pursue a child beyond the school boundary. Instead, they should report to the Principal where they last saw the child and the direction the child was heading so that this information can be communicated to the parents or police as appropriate. The member of staff should then return to their normal duties unless directed otherwise by the Principal.

Investigations

When a missing child has been located and safely returned to school, the child's family or the police, the Principal will investigate the circumstances of the child going missing. This is to identify any factors that need to be addressed by the school or communicated to the parents to prevent a recurrence of the child going missing.