

## MISSING CHILD POLICY

Deira Private School aims to maintain the highest levels of health and safety of all staff and children attending the school and nursery. This includes all children being accounted for at all times. The policy outlines the steps and procedures that staff must follow if a child goes missing while under the school's supervision. The policy is designed to ensure the safety of the students and to provide a clear course of action to locate the child as quickly as possible.

### Policy

In order to provide a safe and secure environment, Deira Private School follows a robust attendance and head count procedure to minimize the incidence of a lost/missing child. In the event that a child is missing at the nursery, school or at an outing, the following procedure would come into place:

### Procedure

In the unlikely event of child/children going missing the following procedures must be followed

- The vice principal and principal should be informed immediately
- All nursery staff would be alerted immediately that a child has gone missing.
- Staff and visitors should be requested not to leave the premises.
- Register of the class to be taken.
- A member of staff will carry out a thorough search for the missing child and should check all the rooms inside the Nursery, school and the outdoor area and ensure that all doors and gates are closed. Additionally, the CCTV footage should be reviewed by a staff member.
- If a child is confirmed as missing then the parents of the child will be contacted and informed about the situation by the Principal or other senior staff such as the Vice Principal and Nursery Manager.
- The Principal or senior member of the staff should also call the security and the police immediately after consultation with the directors of the school.
- The Principal will be responsible to record the following: Time, Date, Location of disappearance, Staff responsible for caring for the child at that time, what the child was wearing, And other circumstances surrounding the child disappearance.
- The Principal will be responsible to keep the records in a safe place and would provide it to the authorities upon request

### Outside of the School Premises:

- Staff to child ratio for outside visits must be maintained.
- Staff to carry designated mobile phones whilst away from the setting.
- Field Trip risk assessment to be carried out.
- Depending upon the child to staff ratio, two members of the staff will carry out a thorough search in an event if a child goes missing during outdoor visits.
- The staff on outing will call the Principal/ Vice Principal and will inform her about the situation.
- The police are to be informed immediately by the Principal or senior team member once a child is confirmed as missing after consultation and taking approval from the directors.
- If after searching the child cannot be found the members of the staff will take the rest of the children back to the school, leaving one senior member of the staff (preferably Nurse) behind to continue the search.
- The Principal will be responsible to record the following: Time, Date, Location of disappearance, Staff responsible for caring for the child at that time, What the child was wearing, And other circumstances surrounding the child disappearance.
- The Principal is to inform the parents about the situation.

### Post-Incident Review

- **Debriefing:** Hold a debriefing session with staff to review what happened and assess how the incident was handled.
- **Support for the Child and Family:** Provide support to the missing child and their family after they are found, including counseling if needed.
- **Policy Review:** Review and update the Missing Child Policy based on the lessons learned from the incident.

### Preventive Measures

- **Regular Training:** Ensure that all staff are trained in the procedures for handling a missing child situation.
- **Supervision Guidelines:** Set clear guidelines for staff on how to supervise children effectively to minimize the risk of a child going missing.
- **Security Measures:** Implement security measures such as controlled access to the school, monitoring of entry/exit points, and maintaining accurate attendance records.

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