



## Missing Child Policy

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Version	Document Title	Status	Author	Approved by	Date	Next Review Date
0.1	Missing Child Policy	Final	SLT	Principal/Vice Principal	October 2024	August 2025
	Regional Director		Principal			Vice Principal
	Head of Foundation Stage		Head of Primary			Head of Secondary

## 1. Aim

The purpose of this policy is to ensure the safety and security of all pupils at Newlands School Dubai in situations where a child goes missing or is not collected at the end of the school day.

## 2. Scope

This policy applies to all staff, volunteers, and pupils at Newlands School Dubai.

## 3. Missing Child Procedure

### 3.1 Immediate Action:

1. If a child is suspected of being missing, immediately inform the principal or designated safeguarding lead.
2. Inform and alert school security to close exit gates.
3. Assemble the CMT team to search the school premises, including classrooms, playgrounds, restrooms, and common areas.
4. Notify ICT team to check CCTV cameras starting with cameras at the exit gates.

### 3.2 Notification:

- Contact the child's parents or guardians to verify the child's whereabouts.
- If the child is not found within 10 minutes, inform the local authorities and provide them with all necessary information.

### 3.3 Record Keeping:

- Document the incident, including the time the child was first noticed missing, the actions taken, and the outcome.

### 3.4 Follow-Up:

- Conduct a review of the incident to identify any areas for improvement in school procedures.

## 4. Non-Collected Student Procedure

### 4.1 End of School Day:

- If a pupil is not collected within 30 minutes of the end of the school day, attempt to contact the parents or guardians using the contact details provided.

## 4.2 Safe Supervision:

- The pupils will remain supervised by a staff member in a safe area until they are collected.

## 4.3 Escalation:

- If parents or guardians cannot be reached within 45 minutes, contact the emergency contacts listed for the pupil.
- If no contact can be made within an hour, inform the local authorities for further assistance.

## 4.4 Record Keeping:

- Document the incident, including the time of non-collection, attempts to contact parents/guardians, and the time the child was eventually collected.

## 5. Responsibilities

- **Staff:**
  - All staff members are responsible for understanding and implementing this policy.
  - Staff should ensure they have up-to-date contact information for all pupils.
- **Principal/Designated Safeguarding Lead:**
  - Responsible for coordinating the search for a missing child and liaising with authorities.
  - Ensure all incidents are reviewed and any necessary procedural changes are implemented.

## 6. Off-Site Procedures (e.g., school trips)

### 6.1 Supervision:

- Staff to conduct regular headcounts, especially when moving between locations.

### 6.2 Immediate Action:

- Search the immediate area.
- Inform the trip leader and DSL.

### 6.3 Notification:

- DSL to contact the principal.
- Inform the child's parents or guardians.

### 6.4 Search and Assistance:

- Continue searching the area.
- Contact local authorities if the child is not found within 15 minutes.

### 6.5 Record Keeping:

- Document the incident thoroughly.

## 7. Post-Incident

- Conduct a debrief with all involved staff to review the incident and identify any procedural improvements.
- Provide support to the child and family as needed.
- Update the policy if necessary to prevent future incidents.

## 8. Training

All staff will receive training on this policy as part of their safeguarding induction and annual refresher training.

## 9. Monitoring and Review

This policy will be reviewed annually or following any incident by the DSL and Principal.

## 10. Reference

Critical Incident Policy