



FOUNDED 1900

THE ENGLISH SCHOOL  
A SECOND CENTURY OF EXCELLENCE

## Missing Child Policy

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### The English School

The persons responsible for Policy	David Lambon, Headmaster Elena Ignatiou, Assistant Head
Ratified by	The Board of Management
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## Introduction

At The English School, Nicosia the safety and wellbeing of every student is our prime concern.

## Main objectives

- To locate any missing student quickly.
- To ensure that all students remain safe while on the school site.
- If a student does leave the premises without permission, this policy is in place to ensure that every possible action is taken to ensure the quick and safe return of that student.

## Responsibilities

It is the DSL's responsibility to ensure that all staff are aware of this policy and are aware of their responsibilities, what is expected and the procedures to follow.

- It is the Headmaster's responsibility to ensure that this policy is reviewed and updated on an annual basis.
- It is the responsibility of all staff to read the policy and act at all times according to its guidance.
- It is the responsibility of all parents/guardians to provide correct and updated contact information.

## Maintaining the safety of students

Students are not allowed to leave the school premises during the school day unless they have been given permission by the School. They may only be allowed to leave with an authorised adult/parent.

In line with general and policy guidelines on safeguarding, all staff are required to mark the attendance registers on SIMS promptly and accurately (ideally, within the first 10 minutes of a lesson).

Anyone seen in school will be challenged by any member of staff (if ID not clearly visible) and directed to Reception where they will be signed in, if they have an appointment, and receive a visitor's tag/lanyard.

Normally, parents/guardians will contact the school (main office or email to Form Tutor) to inform regarding any absence longer than two days.

## Procedures for the event of a child going missing

In line with general and policy guidelines on safeguarding, all staff are required to mark the attendance registers on SIMS promptly and accurately (ideally, within the first 10 minutes of a lesson).

If a member of staff suspects that a student has gone missing whilst at school:

(1) The member of staff who has noticed the missing student will inform the school emailing [missing@englishschool.ac.cy](mailto:missing@englishschool.ac.cy), the following will be automatically notified of the missing child:

- (a) DSL – Ms Elena Ignatiou
- (b) Deputy DSL – Dr Eva Polyviou
- (c) Main office staff – Ms Georgia Argyrou, Ms Elena Michaelides and Ms Souzana Anastasiou
- (d) Headmaster's PA – Ms Georgia Herodotou
- (e) School nurse – Ms Despina Giannikouri

**Or**

Telephone 22799360 informing Ms Georgia Argyrou that a child has gone missing

(2) Check if the student has signed out; if so, update SIMS with the appropriate attendance code and reply to [missing@englishschool.ac.cy](mailto:missing@englishschool.ac.cy)

(3) Check if the student is at the following locations:

- Call the nurse - if not there
- Call the counsellor - if not there
- Call the library - if not there
- Call the study centre - if not there
- Call the Headmaster's PA - if not there
- Inform the student's Head of Year, who may have further information which may be relevant or helpful in locating the student.
- Call the student on their mobile phone

If the student does not respond to calls on their mobile phone, any available members of staff will conduct a thorough search of the school premises as directed by the a member of the SMT/ the DSL.

The following areas will be searched:

- All classrooms where lessons are not in progress
- All toilets
- Hall
- Lecture Theatre
- The Sports Centre
- The back of the Science Building
- Open Air Theatre
- Canteen
- Any other outlying areas/buildings + forest areas

Other students may be talked to so as to obtain further information regarding possible areas where the missing student might be located.

If the student has not been found after 20 minutes, then parents/guardians must be notified.

If the parents/guardians have had no contact from the student, or if s/he does not respond to calls on their mobile phone, the police will be contacted and the student reported as a missing person.

When the student is found, the Head of Year/Form Tutor/other appropriate members of staff will care for and talk with the student, bearing in mind that s/he may be unaware of having done anything wrong or, alternatively, may also have been afraid and distressed and may now be in need of support or comfort.

Parents and other agencies (where necessary) will be informed of the outcome of the incident.

### After The Incident

The DSL/Deputy DSL will sensitively discuss with the student's parents/carers the events surrounding the disappearance.

The DSL/Deputy DSL will carry out a full investigation taking statements from all the staff present at the time.

A conclusion is drawn as to how the incident happened and used to inform future revisions to procedures and policies. A written report will be produced on the incident which may include revisions to policies and procedures.

### Trips and Visits

If a child goes missing on a school trip:

- The Trip Leader must ensure the safety of the remaining students.
- The Trip Leader/organizer, in discussion with other accompanying staff will be responsible for making decisions relating to the trip.
- One or more adults should immediately start searching for the missing student. The school must be informed if a student is missing and cannot be found.
- If the student has not been found within a reasonable time period, the police must be called and then parents should be informed.
- Assistant Head i/c of Trips must be kept abreast of any developments.

Following return to School, a report must be completed by the Trip Leader/organizer regarding the circumstances of the incident and this must be submitted to the DSL.

Any necessary changes to procedures may be implemented following the report as well as other steps to ensure procedures are properly followed.