Policy Name	Missing Child Policy				
Effective Date	January 2022	**Date of last revision**	September 2025	**Version No.**	1.2
Author	Whole School Designated Safeguarding Lead				

Version History				
Version	**Approved by**	**Revision Date**	**Details of Changes**	**Author**
1	**MT**	**30/10/24**	**Updated links**	**MN**
			Added older student leave	**MN**
			Clarified persons to be informed	**MN**
			Updated room names	**MN**
1.2	**MT**	**09.2025**	**Clarified senior staff for reporting and taking action**	**MN**

Introduction

The welfare of all students at ICS is our paramount responsibility. Every adult who works at the school has been trained to appreciate that he or she has a key responsibility for helping to keep all of our students safe at all times. Our staffing ratios are generous and are deliberately designed to ensure that every child is supervised the entire time that he or she is in our care.

Children are not allowed to leave the premises during school time without the permission of the Principal. However it is possible that on some occasions a child may leave the premises without the knowledge or permission of the Principal. This could occur during a routine school day, on a local school trip or during a residential trip. This policy is put in place to ensure that every action possible is taken to ensure the swift and safe return to school of that child.

The aim of this policy is:

- Provide clear procedures to follow in the rare situation that a child goes missing
- Provide clear procedures for if a child goes missing on a school trip
- Explain expectations for communication with parents and authorities if a child goes missing
- Provide procedures for is a child is not collected at the end of the school day

Applicability

The following policies should be read in conjunction with this:

- Whole School Safeguarding Policy
- Attendance and Absence Policy
- Supervision Policy

Access

- This policy is available on request from the school offices and on the school website.
- The policy is provided to all staff (including temporary staff and volunteers) at induction alongside our ICS Professional Code of Conduct.
- The safety of ICS students is of the utmost importance. Failure to carry out

the procedure relating to this policy as required will result in intervention by the Senior Leadership Team.

Key Principles to Protect Students

To ensure that all children are kept safely on the school premises during school hours unless they have the Principal's permission to leave.

To ensure that children who leave school during the school day only do so:

1: with the Head of School or Deputy Head of School's permission or are
2: accompanied by an authorised adult.
3: in the case of older students, have express permission from an authorised adult to leave independently

To ensure that the building, grounds and play areas are safe and secure during school hours.

To ensure that all teachers and school staff keep the children under proper supervision at all times.

To ensure that if a child 'goes missing' during the school day he/she is located quickly and returned safely to school.

To ensure that if a child fails to attend school on their agreed first day of school, that the relevant authorities are informed and the School will do everything within its remit to clarify the whereabouts of the child.

To ensure all children, regardless of their circumstances, are entitled to a full-time education which is suitable to their age, ability, aptitude and any special educational needs they may have. The School and the Local authority in which the child lives, has a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area.
To ensure prompt collection of children at the end of the school day by their parents/carers. If this does not occur, care and support for the child until the parents/carers are located.

A child going missing from education is a potential indicator of abuse or neglect. The School staff should follow the school's procedures for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future.

The School has put in place appropriate safeguarding policies, procedures and responses for children who go missing from education, particularly on repeat occasions. It is essential that all staff are alert to signs to look out for and the

individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, FGM and forced marriage.

Procedures to follow if a child fails to attend the first day of school

All new children are placed on the School's admission register at the beginning of the first day on which the School has agreed that the child will attend the School.

If a child fails to attend on the agreed date, staff must inform the respective Principal and the Designated Safeguarding Lead without delay. The Principal and Safeguarding Lead will make every effort to try and contact the parent(s) and/or guardian(s) to ascertain where the child is. The Principal and Designated Safeguarding Lead will consider notifying the local authority at the earliest opportunity and in the case of a Tier 4 child, the School's Authorising Officer will notify UKVI through the SMS system.

Where there are changes affecting the child (including a change of address or school), these will be reflected in the admission register. This will assist the School and external agencies when making enquiries to locate any missing children.

Duty to Report Irregular Attendance

The school monitors attendance closely and will take action to address poor or irregular attendance. (See our Attendance and Absence Policy for details).

The school will inform the local authority of any child who fails to attend school regularly or has been absent without the school's permission for a continuous period of 10 school days or more without permission.

In the case of a child holding a Tier 4 visa, the School's Authorising Officer will determine after consultation with the relevant Principal, whether or not a threshold has been reached requiring the School to refer the case to the UKVI.

Where a child has been continuously absent without authorisation for a period of not less than 20 school days (and there are no reasonable grounds to believe the pupil is unwell or unable to attend because of any unavoidable cause), and the school and local authority have failed, following reasonable enquiry, to ascertain where the child is, the school may delete the child's name from the admission register. The school will inform the local authority of such deletion no later than the time at which the child's name is deleted from the register.

The school also recognises its wider reporting duties following deletions from the admission register, in accordance with the Education (Pupil Registration) (England) Regulations 2006, to help identify children who are missing education

and/or otherwise at risk of harm.

Actions to take if a student goes missing from the school site

Our procedures are designed to ensure that a missing student is found and returned to effective supervision as soon as possible.

If a student cannot be found by the teacher, the Principal, Deputy Head of School or Designated Safeguarding lead **must be notified immediately and told where and when the student was last seen.** Time is of the essence and prompt actions must be taken by all.

The remaining children in the class will be left safe in the care of suitable staff. All other available staff will conduct a thorough search of the school and its grounds (see Appendices for search forms).

The Primary Principal/DSL/Deputy Head of School will call the parent/guardian to find out if they are aware of the child's whereabouts and the steps that have been taken.

If the child is still not found, the Principal or a member of the Senior Leadership Team will inform the police by telephone.

Available members of staff will be sent to search the local area.

The Principal or a member of the Senior Leadership Team will notify the Local Authority that the student has gone missing. If the student has been located, the Principal, police, parents and Local Authority will be notified without delay.

The Primary Principal / DSL / Deputy Head of School will conduct a thorough investigation into the incident and will take the appropriate action to ensure that similar events do not happen again.

Actions to take if a student goes missing on a school day trip

The group leader takes an immediate head count in order to ensure that all the other students are present.

The group leader searches the immediate vicinity ensuring that remaining students are appropriately supervised by staff members and if the child is not found, will contact the venue manager to arrange a thorough site search.

The remaining children are taken back to school.

The group leader informs the Principal/Deputy Head of School by telephone. The Principal informs the Head of School.

The Principal/Deputy Head of School rings the student's parents/guardians and explains what has happened, and what steps have been set in motion. The Principal asks them to come to the venue or the school at once.

The group leader contacts the police.

The school must cooperate fully with any police investigation and any safeguarding investigation by social care.

The Head of School must inform Ofsted if the pupil is part of the Early Years Foundation Stage.

If the student is injured a report must be made under RIDDOR to the HSE.

A full record of all activities taken up to the stage at which the student was found is made for the incident report.

Procedures are reviewed and, if applicable, amended in light of the incident.

Actions to take if a student goes missing on a residential trip

The group leader takes an immediate head count in order to ensure that all the other students are present.

The group leader searches the immediate vicinity.

The remaining children are taken back to the residential base.

The group leader contacts the Venue Manager to arrange a thorough site search.

The group leader informs the Principal by telephone. The Principal informs the Head of School.

The Principal rings the student's parents and explains what has happened, and what steps have been set in motion. If appropriate, the Principal asks them to come to the venue at once.

The group leader contacts the police.

The school must cooperate fully with any police investigation and any

safeguarding investigation by social care.

The Head of School must inform Ofsted if the pupil is part of the Foundation Stage.

If the student is injured a report must be made under RIDDOR to the HSE.
A full record of all activities taken up to the stage at which the student was found is made for the incident report.

Procedures are reviewed and, if applicable, amended in light of the incident.

Actions to be taken by staff once a child is found

A staff member will talk to, take care of and, if necessary, comfort the student.

A staff member will talk to the other students to ensure they understand why they should not leave the premises/separate from a group on an outing.

The Principal will speak to the parents to discuss events and give an account of the incident.

The Principal will conduct a full investigation (if appropriate involving Social Services).

Media queries must be referred to the Head of School.

The investigation should involve all concerned providing written statements.

A report form must be completed (Appendix 3).

Actions to follow if a child is not collected on time at the end of the school day

If a child is not collected within thirty minutes of the agreed collection time, we will call the contact numbers of the parent or carers. If there is no answer, the Primary Principal/ DSL/Deputy Head of School will begin to call the emergency numbers for this child. During this time, the child will be safely looked after.

If there is no response from the parents' or carers' contact numbers or the emergency numbers within a one-hour period, the PrimaryPrincipal/DSL/Deputy Head of School will contact the Social Care Duty Officer on (office hours) 020 7641 4000; (after hours) 020 7641 2388.

Social Care will make emergency arrangements for the child and will arrange for a

visit to be made to the child's house and will check with the Police. We will make a full written report of the incident.

We undertake to look after the child safely throughout the time that he or she remains under our care, until such a time as s/he has been collected by a parent, guardian or carer, or until appropriate, alternative care arrangements have been made with Social Care and/or the Police in order to prioritise the child's safety.

The school's DSL will keep a record of incidents where parents/carers do not collect a child from school or are late for no explanation or good reason, or where there are repeated incidents. If any concerns about the child's safety and welfare result, these will be dealt with in accordance with the Whole School Safeguarding and Child Protection Policy.

Appendix 1: Primary School Search Checklist

Initial search areas for a student reported missing from ICS Primary Wyndham Place. If the student is not found initially, a wider search of the school and grounds will be organised and coordinated by the Designated Safeguarding Lead (DSL).

Tick area searched when completed

Ground Floor

Reception area & backroom

Admissions Office

Disabled Toilet

Hall

Staffroom off stage

Down Main stairs (by red door) to

Basement

Classroom 1

Classroom 2

Classroom 3

Student Toilets

Storage Room

Up Main Stairs to

First Floor

Classroom 1

Classroom 2

Office

Up Main Stairs to

Second Floor

Adult Bathroom top of stairs

Classroom 1

Classroom 2

Classroom 3

Intervention Room

Down Back Stairs back to Hall & Reception

Appendix 2: Secondary School Search Checklist

Initial search areas for a student reported missing from ICS Secondary. If the student is not found in the vicinity of ICS, a wider search of the school and grounds will be organised and coordinated by the Designated Safeguarding Lead (DSL)

Tick Area searched when completed.

Ground Floor (Star Street)
Reception
Staff Room
Caretaker's Storage Areas (Arches)
Boys' Toilet
Girls' Toilet
Library
Abuja
Canteen
Courtyard

First Floor
Nairobi
Copenhagen
Dhaka
Edinburgh
Science resource room
Staff Toilet

Second Floor
Freetown
Islamabad
Havana
Art resource room
Kathmandu

Third Floor
Male
Ulan Bator

66 St. Michael's Street
Valletta
Tripoli
Staff Toilet
Brasilia
Behind Fire Exit Door
The Hague
Wellington
Exam Store

67 St. Michael's Street (Ground Floor)
Paris
Meeting Room (Tokyo)

67 St. Michael's Street (First Floor)
IT Store
Staff Toilet
DP Centre 1
DP Centre 2
Coordinator's Office

67 St. Michael's Street (Second Floor)
Warsaw
Cardiff
Windhoek (HR)
HR Store

67 St. Michael's Street (Basement)
Finance Office
Admissions/Marketing
Toilet
First Aid Room
Stationary Room

Appendix 3: Missing Child Report Form

Date: .....

Name of missing student: .....

Date of Birth: ..... Age .....

Address .....

.....

Contact telephone number .....

Emergency telephone number .....

Child's Mobile number if known.....

Form Tutor ..... Year group .....

Person reporting missing pupil .....

Time pupil was first missed .....

Place where student was last seen .....

Apparent reason for disappearance, if known

Outcome

Student found by .....

Date & Time.....

Full details of location .....

.....

Initial Visual assessment of student's health and mental state

Any other relevant information
Reaction of parent/guardian
Signature of person finding the student
Signature of Principal & Date

NOTE: Children's Services must be notified:

1. if there is an assessed risk to the child's safety (i.e. at home)
2. if the child is already known to Children's Services or has an assigned Social Worker.

However, in any situations where there may be questions or any doubts about a particular case it is always best practice to contact Children's Services for advice

References

Keeping Children Safe in Education September 2025

Working Together to Safeguard Children 2023

Children Missing Education Guidance

Statutory Framework for the Early Years

Tier 4 Guidance for Sponsors: Sponsorship Duties