



GENEVA ENGLISH  
SCHOOL

## MISSING CHILD POLICY (GES SECONDARY)

**A child going missing from school or from home is a potential indicator of abuse or neglect. The DSL must be informed as soon as there are any Child Protection concerns.**

### IF A CHILD GOES MISSING FROM THE SCHOOL:

Immediately inform the Head/Deputy Head and/or Assistant Head in person or by telephone on:

- +41 76 249 54 99 (Head)
- +33 6 69 53 94 64 (Deputy Head)
- +33 6 47 85 58 12 (Assistant Head)

Inform the Secondary School Office in person or on [+41 22 775 0360](tel:+41227750360)

The Head, Assistant Head or School Office will utilise the tannoy system using the words 'Please could (insert name of missing child) come to the School Office immediately.'

The School Office will check registration data (ascertaining the time the pupil was last registered as present), authorised trips away from GES Secondary, timetable changes, music lessons etc.

The Head or Assistant Head will contact the pupil's parents after a swift, initial search has confirmed that the pupil is not in school or cannot be found.

The Assistant Head will then co-ordinate a staff search party. Pupils should not normally be used in the search, although they may be able to give useful information (social media postings, texts, e-mails etc, habits or possible intentions of the missing pupil).

The person in charge of the situation should make an assessment of risk and decide (a) what further actions could be taken and (b) when to contact the Police. Contact with the Police should normally be made within the hour. Risk factors include: the age of the child, the time of day, the weather, any known local concerns, individual pupil circumstances, parental concerns.

When the Police are contacted (call 117 or 022 427 8111), the following information should be provided:

- The pupil's name and age
- If possible, an up-to-date photograph (via e-mail)
- Height, physical description, clothing and any other important or distinguishing information

- The pupil's home address and telephone number.

If appropriate, and in consultation with the Police, railway and bus stations may be checked.

All media queries must be referred to the Head.

The Head must be informed as soon as the missing pupil is located. Parents and the Police will also be informed immediately.

The Head, Deputy or Assistant Head will investigate the incident, keeping a detailed written record to include:

- the circumstances of the pupil's absence and return;
- any reasons given by the pupil for his/her absence;
- any action taken in the light of the incident.

Notes should be kept in the pupil's school records.

When appropriate, the procedures for the supervision of pupils at GES Secondary will be reviewed, paying close attention to the circumstances in which the pupil went missing. If necessary, improvements to procedures and policy will be made and communicated to members of staff.

In consultation with the parents, the pupil will be offered support and/or counselling if appropriate.

The pupil's parents will be given the opportunity to discuss the incident with the Head/Deputy Head/Assistant Head, who will provide advice and support where required.

#### IF A CHILD GOES MISSING ON A SCHOOL TRIP:

Immediately inform the Visit Leader, who will take charge of the situation.

A head count should be carried out straightaway to ensure that all the other children are present.

An adult or adults should carry out a search of the immediate vicinity whilst keeping the other children safe and calm.

The Visit Leader should inform the Head/Deputy Head and/or Assistant Head by mobile phone without delay.

The Head/Deputy Head or Assistant Head will contact the child's parents to explain what has happened and what steps have been taken.

The Visit Leader should assess the risk (as above) and decide when to contact the local Police. If all immediate actions have been exhausted, this should be done without delay, providing as much information as possible (see above).

All media enquiries must be referred to the Head.

The Head will inform the Chair of Governors.

The School's Insurers should also be informed.

The Head must be informed as soon as the missing pupil is located. Parents and the Police will also be informed immediately.

The Visit Leader must keep a record of all actions taken up to the point at which the child was found so that he/she can write a full report of the incident report. This report should be given to the Head at the earliest opportunity.

The Head or Deputy Head will investigate the incident as above and detailed notes will be kept. If appropriate, procedures and policies will be reviewed, adjusted and communicated to members of staff.

In consultation with the parents, the pupil will be offered support and/or counselling if appropriate.

The pupil's parents will be given the opportunity to discuss the incident with the Head/Deputy Head/Assistant Head, who will provide advice and support where required.

Assistant Head

Approved by the Board of Governors: March 2017

Updated: August 2018

Next review date: July 2019