



Bringing out the best in every one

# NCBIS

Since 1978

NEW CAIRO BRITISH INTERNATIONAL SCHOOL



<b>Name of Policy:</b>	Missing Education Policy
<b>Applicable to:</b>	Whole School
<b>Effective date:</b>	March 2022
<b>Date of next review:</b>	March 2024

## **Students Missing Education**

### **NCBIS Mission Statement**

To provide a learning environment that supports academic achievement whilst promoting personal growth through the attributes of the IB Learner profile, within a caring international community committed to the traditional values of honesty, courtesy, respect, integrity and fair play.

### **Purpose and Scope of Policy**

The welfare of students at NCBIS is of paramount importance. All students are entitled to a full-time education, regardless of their circumstances. Unfortunately, students missing education (CME) risk underachieving, being victims of abuse, and not being in education, employment or training in later life. Every adult who works at NCBIS has been trained to appreciate that he or she has a key responsibility for helping to keep all of the students safe at all times. This policy is written with reference to KCSIE 2018, students Missing Education September 2016 and 'Prevent Duty'. This policy highlights what NCBIS will do to help every child have access to their rightful education.

Links to other relevant school policies

- Safeguarding - Whistleblowing
- Safeguarding - Child Protection
- Attendance
- Supervision
- Attendance Guide for Parents

### **Information for Parents**

The school completes an admission register and a daily attendance register; all pupils are on both registers. A pupil is added to the admission register as soon as it has been confirmed that the child will attend the school. If the child fails to attend on the agreed or notified date of starting, the school will contact the parents of the child to prevent the child from going missing in education. It is worth noting at the outset that prevention of instances such as outlined here is always the best policy, and we work hard to ensure that students are safe within the school environment.

Our school supervision policy, Safeguarding policies and other documents including, "Primary Parent Handbook" and "Secondary Parent Handbook" describe:

- The arrangements for registering the students and the arrangements for handing over students to the care of their parents at the end of the day – see 'Registration and end of the school day'
- Arrangements for supervising the students whilst they are in school.
- The physical security measures which prevent unsupervised access to or exit from the building

- The supervision of the playground and the physical barriers that separate it from the rest of the school

The enhanced supervisory arrangements for outings involving our youngest students are set out in a detailed policy document: “Educational Visits Policy.” We review these policies regularly in order to satisfy ourselves that they are robust and effective. All new staff receive a thorough induction into the importance of effective safeguarding of very young students.

It is worth noting at the outset that prevention of instances such as outlined here is always the best policy, and we work hard to ensure that students are safe within the school environment.

### **Definition**

For the purpose of this policy, a CME is defined as a child or young person of compulsory academy age who is not attending school, not placed in alternative provision, and who is not receiving a suitable education elsewhere. This definition also includes students who are receiving an education, but one that is not suitable; this could include students who are not receiving full-time education suitable to their needs, e.g. age, ability, aptitude, special educational needs and disabilities (SEND).

### **Why students miss education**

The most common reasons for students missing education include the following:

- Failing to be registered at an academy at the age of five
- Failing to make a successful transition
- Exclusion
- Mid-year transfer of education provision
- Families moving into a new area

### **Students at particular risks of missing education**

As there could be many reasons for a child to be missing from education, the school will make a judgement on a case-by-case basis. The following list indicates pupils who are most at risk of missing education:

- Pupils at risk of harm or neglect – where this is suspected, the school will persistently endeavor to contact the parents at home using the phone and email. However, if a child is in immediate danger or at risk of harm, a referral should be made immediately to the police if appropriate, as per the school’s safeguarding procedures.
- Students of gypsy, roma and traveller (GRT) families – when a GRT pupil leaves the school without naming their next destination school, the school will make a note of this on the student SIMS file and prepare a transfer file ready for any school who request it in the future.
- students of service personnel – the school will contact the Ministry of Defence students’ Education Advisory Service for advice to ensure continuity of education for these students.
- Missing students/runaways – should the school suspect a child has gone missing/run away, an appropriate staff member will consult the DfE for advice on missing students
- Children and young people supervised by the Youth Justice System – although this could be predominant in the UK, in our context in Cairo this is not an issue.

- Children of migrant families – there is an increased risk of a child missing education if they are part of a new migrant family who may not yet have settled into a fixed address.

## Steps to be followed if a student goes missing from school

### Student missing at morning registration or not attending school

If a student is absent from school, the school will ask for a reason, with supporting evidence, upon their return. Where there are any concerns that the child may be at risk (reference students Missing Education, the Prevent Duty and KCSIE 2016) the School's safeguarding procedures will be followed.

When a pupil has left to join another school, contact will be made with that school to confirm that the pupil has indeed been admitted onto their pupil roll. If the pupil has not joined that school then clarification will be sought to identify where that child is now being educated.

### Child missing after registration

Our procedures at NCBIS are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a child were found to be missing, we would carry out the following actions:

- Arrange immediately for one or more adults to search everywhere within the school bounds, both inside and out.
- Take a register in order to ensure that all the other students are present and ensure the safety of the remaining students without causing undue panic.
- Inform the Headteacher or the most senior leader available.
- Calmly ask all of the adults and students if they can reliably say when they last remember seeing the child.
- Occupy all of the other students.
- Check the CCTV records for signs of entry/exit.

### If the child were still missing, the following steps would be taken:

- Inform the Principal.
- Arrange for staff to search the rest of the school premises and grounds, the area around the school grounds and the rest of the surrounding area.
- If the child's home is within walking distance, a member of staff may set out on foot to attempt to catch up with him/her.
- Ask the Principal to call the child's parents or guardian and explain what has happened, and what steps have been set in motion. Ask them to come to the school at once.
- The Principal would notify the Police, giving a full description of the child and requesting an immediate and full search of the area. The school would cooperate fully with any Police investigation and any safeguarding investigation by Local and International Police.
- The Principal will inform the Chair of the Board.
- A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted.

### Steps to be followed if a child goes missing on an external excursion

- An immediate head count would be carried out in order to ensure that all the other students were present.
- An adult would search the immediate vicinity.
- Contact the venue/site manager and arrange an additional and wider search by adults with local knowledge.
- The remaining students would be taken back to school / pre-arranged central location, if appropriate.
- Inform the Head of School/School Office by mobile phone.
- Ask the Principal to call the child's parents and explain what has happened, and what steps have been set in motion.
- The Principal may ask them to come to the venue/ the school at once.
- Contact the Police.
- The school would cooperate fully with any Police investigation and any safeguarding investigation by the local Police.
- Inform the Chair of the Board.
- A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted.

### Steps to be followed once a child is found :

- Talk to, take care of and, if necessary, comfort the child.
- Speak 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 ensure that a full investigation is undertaken.
- Media queries should be referred to the Principal.
- The investigation should involve all concerned providing written statements.
- The report should be detailed covering: time; place; numbers of staff and students; when the child was last seen; what appeared to have happened; the purpose of the outing; the length of time that the child was missing and how s/he appeared to have gone missing; lessons for the future.

### Procedures to be followed by staff when a child is not collected on time

If a child is not collected within a reasonable period of the arranged collection time, we will call the contact numbers for the parent or carers. If there is no answer, we will call the emergency numbers for this child. We undertake to look after the student safely throughout the time that he or she remains under our care.