



Rugby School  
THAILAND

## Lost Child Policy

**Person Responsible:** Head of Pre-Prep  
**Date Published:** September 2018  
**Reviewed:** Annually

*The health, safety and well-being of young people are of paramount importance to all the adults who work at Rugby School Thailand. Children have the right to protection, regardless of age, gender, race, culture, sexual orientation, or disability. They have a right to be safe in our school. Members of staff in the school have a legal and moral obligation to safeguard and promote the welfare of the pupils, taking all reasonable steps to protect them from harm whether from physical injury, abuse, neglect, emotional harm or from anything that interferes with their general development.*

## **Contents**

<b>Contents</b>	<b>2</b>
<b>Definition</b>	<b>3</b>
<b>Absent from morning call over/registration without reason</b>	<b>3</b>
<b>Lost Child at School</b>	<b>3</b>
<b>Lost Child during an off campus excursion</b>	<b>4</b>
<b>Follow up to a Lost Child Incident</b>	<b>4</b>
<b>Current measures in place to prevent a child being lost</b>	<b>4</b>

## **Definition**

A lost child is one who is unaccounted for with no reason for their absence provided by parents/carers or the school. A lost child is a child who has registered as present but is no longer able to be found.

There are several circumstances that would lead us to have a lost child and these are:

- A child does not appear for morning call over/registration and there is no information from parents /carers regarding their absence
- A child is absent for a lesson and is unaccounted for
- A child leaves the premises through a gate or door left open or unattended
- A child is taken from a setting by an unauthorised adult
- A child is unaccounted for during an off campus trip

## **Absent from morning call over/registration without reason**

If a child is recorded as absent at morning call over/registration by the Pre-Prep class teacher, Prep Tutor, House Dean or Assistant House Dean and there is no information regarding the child's absence from either a phone call, email or message to the School from the parent / carer then the following procedures should be followed:

The school office / student services / House Dean / House staff will phone the parents to clarify where the child is and will be able to amend iSAMS accordingly. If the parents believe the child is at school then an immediate search of the school premises would take place involving as many staff as possible. The school and parents will work together following the procedures set out below under the subheading 'Lost Child at School'.

## **Lost Child at School**

If a child is lost at school, please follow the guidelines below:

### **Stage 1**

- Inform the relevant staff members. Check that the child has not been signed out (if appropriate).
- Begin a systematic search of the premises to check the following locations:
  - toilets, shared areas, classrooms / music practice rooms, library, 6th form centre,
  - the Health Centre,
  - the student counsellor,
  - the sports centre & changing rooms
  - the lakes and boathouse.
- Ask any available staff (ensure other pupils are being supervised and cared for) to join the search. Retrace the child's last known steps.

- If after a maximum of 30 minutes the child is not found then the police can be informed, if in the judgement of the staff concerned that is the appropriate action to take.

### **Stage 2**

- Liaise with the police (a Thai speaker as well as a senior member of staff should be involved).
- The police will ask for the school address, name and age of child, description of child, length of time the child has been missing, any possible reasons why the child may have run away.
- At the same time a senior member of staff (and Thai speaker where appropriate) should inform the parents.
- Extend the search to the surrounding area of school keeping in contact with police and senior members of staff via mobile phone.

### **Stage 3**

- If the child is found, check they are not hurt. They will need comforting and reassuring as will the parents.
- If the child is not found the police will progress the search and advise next steps.

## **Lost Child during an off campus excursion**

If a child is lost on a school excursion:

- All staff must be alerted calmly.
- All staff take a register.
- A staff member retraces the last steps of the group.
- A staff member alerts the management at the venue (if applicable).
- If the child is not found within 30 minutes the local police should be called and the parents informed.

## **Follow up to a Lost Child Incident**

Following a resolved case of a lost child, the following will be undertaken:

A written record will be provided of any action and conversations with a clear timeline of events.

The School's Senior Management will review policy and procedure.

There should be a meeting with relevant parents/carers to clarify events.

A Police investigation may be launched.

The School Governors may be informed.

Parents may need to be made aware of changes to procedures and be reassured following an incident.

Students will be reminded about the need to stay on site and about other relevant guidelines.

## **Current measures in place to prevent a child being lost**

ID tags for all staff and visitors and parents.

Security guards do not admit visitors without an appropriate ID.

All visitors have to report to the school office.

All visitors have to sign in.

Remind community about importance of closing / locking gates / doors

Risk assessments of trip venues

Appropriate supervision and ratios at all times

Students to be signed in / out if where appropriate.