



Shrewsbury
International School

PHNOM PENH

SFG05 Missing Child Policy

Produced by: Toby Waterson
Reviewed by the Senior Team on:
Authorised by the Senior Team on:
Date of Next Review by School Senior Leaders:

Shrewsbury International School Phnom Penh is committed to providing outstanding care and education to its pupils and to safeguarding and promoting the welfare of children and young people.

Missing Child Policy for Shrewsbury International School Phnom Penh (SISPP)

Prevention

- **Supervision:** SISPP staff will be vigilant in supervising pupils at all times, particularly during drop-off, pick-up, break times, and off-site trips.
- **Authorised Collection:** Clear procedures will be in place for authorised collection of pupils. Only adults registered by parents or guardians will be allowed to pick up a child. Registered adults are issued an ID card which has their name and photo displayed. The school oversees this process with ID checks, signing-out in the register at Reception (for primary) and at the designated collection point for Early Years.
- **Secured Entrances:** All exits and entrances will be secured to prevent unauthorised access and to supervise the sensitive drop-off and pick-up times. This consists of CCTV coverage, a security guard to supervise the entrance and locking and monitoring of entrances throughout the school day when they are not in use.
- **Regular Registers:** Regular registers will be conducted throughout the school day; in the morning and after lunch. Registers and headcounts will be integrated in activities such as co-curricular activities and off-site trips.

Response

- **Immediate Report:** If a pupil is missing, the Head of Primary will be informed immediately.
- **School Search:** A thorough search of the school premises will be conducted, involving designated SISPP staff members (specialist teachers reporting to the Head of Primary) familiar with potential hiding spots.

The school's PA system will be used for communication internally.

The CCTV system will be used to search for the child and identify possible exit from the building.

- **Parental Contact:** After 20 minutes, if the child is still missing, the Principal must be informed and parents/guardians will be contacted to confirm the pupil is still missing.

If the parents have shared details of a bodyguard or security detail for the child, and the parents cannot be contacted, the school will contact the designated security person.

- **Police Involvement:** the Principal will confirm when and if the Cambodian National Police will be contacted, having spoken with parents / guardians.
- **Local Authority Liaison:** SISPP may also inform the British Embassy in Phnom Penh depending on the circumstances.
- **Incident Record:** A detailed record of the incident will be kept, including the timeline of events, actions taken, and communication with relevant parties.

When a Pupil is Found

- **Wellbeing Check:** The pupil will be checked for any injuries or signs of distress. The nurse and class teacher will be involved in this process.
- **Parental Contact & Reunification:** Depending on the duration and reason of absence, the pupil's parents/guardians may be informed immediately and arrangements made for them to collect the pupil. Alternatively, the Head of Primary may conclude that alternative actions are more appropriate and take action accordingly.
- **Understanding the Absence:** Depending on the circumstances and the age of the pupil, a discussion may be held to understand why they went missing. This should be conducted in a sensitive and supportive manner.

Communication

- **Staff Training:** SISPP staff will receive regular training on the missing child policy and procedures to ensure a coordinated response.

- **Parent Communication:** The policy will be clearly communicated to parents/guardians in the Parent Handbook, on the SISPP website, and during school meetings.