



**British International School
of Timisoara**

We Provide the Foundation on Which Our Children Can Flourish

School Policies

Missing Children policy

Approved by:	Head of School	Date: December 2024
Last reviewed by:	School Leadership Team	Date: December 2024
Next reviewed by:	School Leadership Team	Date: May 2025

Missing Children policy

General

British International School of Timisoara is a coeducational private international school offering a British-style education and accepting children aged between 4 and 18.

British International School of Timisoara offers its students a truly international experience through a British-style curriculum and adheres to the guidelines of the Council of British International Schools, Cambridge Assessment International Education and the International Baccalaureate Organisation. Our qualified, internationally-experienced and dynamic educators teach all subjects in English, with the exception of the lessons of Romanian, which are being taught by qualified and engaging local teachers.

Our Vision

*We provide the Foundation on which our Children can Flourish
Inspiring our students to Learn and Live with Purpose*

Our Mission

Building a community of learners where students are given meaningful opportunities to learn, experience, grow, succeed and excel in all areas of their academic and personal development

Our Core Values

*We Think, We Explore and We Learn
We Listen, We Respect and We Care
We Speak Up, We Participate and We Strive*

At BIST we want to ensure that all members of our community understand and adhere to our school ethos and values. Rules and regulations will be in place to protect all members of the community and to give everyone equal opportunities for development and progress.

Introduction

This policy is to be read alongside the BIST Attendance Policy, and the BIST Safeguarding Policy.

Section 1: Child Missing from Education

Definition

At BIST we want to ensure that all students, parents, and teachers are aware of the times and procedures relating to school attendance. Successful performance in school is closely related to maintaining a very good attendance to lessons and school related activities. Success in formal examinations requires hard work in class and at home, but attendance to all lessons is the first step in the right direction.

All children are entitled to a full time education, which is suitable to their age and stage. We have a legal duty to identify and report children of compulsory school age who are missing from education. A child is considered missing from education when they fail to attend school without explanation for an extended period or fail to enroll in a suitable educational provision. Such cases could be indicative of safeguarding concerns, including abuse or neglect.

The implementation of this policy is the responsibility of all staff. Registers are taken twice daily – at 8:30am and 1:40pm. Attendance is recorded on the school management system, SchoolBase.

*BIST is committed to child protection and safeguarding and promoting the wellbeing of all students.
We expect staff, parents, volunteers, visitors and the students to share this commitment.*

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Responsibilities

- **School Staff:** Ensure accurate record-keeping of attendance, follow up on absences, and report concerns promptly.
- **Parents/Guardians:** Ensure regular attendance and inform the school promptly of any absences.
- **Leadership Team:** Oversee attendance monitoring and address prolonged or unexplained absences.

Procedures

1. Daily Monitoring:

- Registers are taken at 8:30 AM and 1:40 PM using the SchoolBase system.
- Any unexplained absence is flagged and followed up by the class teacher or administrative staff.

2. First Response:

- Administrative staff will attempt to contact parents/guardians by phone or email.
- If no response is received by the end of the school day, further efforts, including home visits or welfare checks, may be arranged.

3. Escalation:

- If a child's absence persists for three consecutive school days without satisfactory explanation, the matter is escalated to the Designated Safeguarding Lead (DSL).
- The DSL assesses whether there are safeguarding concerns and determines further action, such as contacting local authorities.

4. Ongoing Tracking:

- Absences are monitored weekly to identify patterns or repeated issues.
- Cases of chronic absenteeism are addressed by school leadership through parent meetings, support plans, or referrals to external agencies.

Section 2: Child Missing from School Campus

Definition

A child is deemed missing from the school campus if they are unaccounted for during school hours or events, either on-site or during school trips.

Immediate Actions

1. Identification:

- Staff notify the Head of School and/or the designated on-site leader immediately upon realizing a child is missing.

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- A thorough check of the school premises, including classrooms, playgrounds, and common areas, is conducted.

2. Communication:

- Parents/guardians are contacted immediately to confirm whether the child is with them or has returned home.
- If the child is not located promptly, the local authorities are notified.

Search and Reporting

• On-Site Search:

- Staff coordinate to search the entire campus systematically.
- Security systems, such as CCTV, are reviewed where available.

• Off-Site Search:

- For missing children on trips, the group leader ensures a headcount and searches the immediate area.
- Children are gathered together in a predetermined central location with a limited number of adults in order to enable more adults to assist in the search for the missing child.
- Local authorities are contacted if the child is not located within 15 minutes.

Follow-Up

- A full written report is prepared by the senior staff member in charge, detailing the incident, actions taken, and outcomes.
- The Designated Safeguarding Lead and Head of School review the incident, identifies areas for improvement in procedures, and communicates findings to staff and parents.

Preventative Measures

- Secure entry/exit points within the school campus.
- Regular headcounts during transitions, trips, and activities.
- Supervision protocols to ensure adequate staff coverage during playtimes and trips.

Compliance with Attendance Policy

This policy is consistent with the BIST Attendance Policy, which emphasizes the importance of regular attendance and robust mechanisms for recording and addressing absences. Staff training ensures that attendance monitoring and safeguarding protocols work cohesively to prevent and respond to cases of children missing from education.

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Review

This policy will be reviewed annually or as required following updates to relevant legislation or internal processes.

Approved by: Head of School

Date: January 2025

Next Review Date: January 2026