مـــدرســتنـــا الـثـــانـــويـــة الإنجـلـيـزيـة، الشـارقـة
OUR OWN ENGLISH HIGH SCHOOL, SHARJAH
A GEMS SCHOOL

GEMS EDUCATION

POLICY ON SUSPECTED KIDNAP

Implemented : April 2014

Reviewed : May 2022

Next Review : May 2023

Compiled by : SLT & SMT

Approved by: Ms. Asma Gilani, Principal & CEO

P. O. Box 2676
SHARJAH - U.A.E.
Our Own English High School, Sharjah

Some ways by which a child may be taken from school are:

- At the bus stop when the child gets on or gets off the bus.
- Misrepresentation by a phone call or gets off the bus.
- Relatives who have had a grudge/ divorced parents/ family servants who are not working any longer/ Business partners with grudge
- An OT child walking home on his/ her own without intimating the school/ before being picked up by the parent or guardian.

POLICY

1. As soon as the school receives a report that the child is missing, the Principal/ Headmistress/ Head of Section / Supervisors/ MSO are informed.
2. An investigation is immediately held to trace the sequence of events.
3. Parents are requested to come to school.
4. Facts from parents/ Class teachers/ Supervisors/ Security Guard/ Conductor/ Driver are noted. Pupils of the same class may also be questioned.
5. A verification process to ensure the reliability of the statements is undertaken and cross checking is done.
6. Particular note is taken of the time of the kidnapping and description of the suspected kidnapper(s).
7. A detailed written report on the matter is sent from the Principal to the Senior VP of Education-GEMS.
8. Parents are kept calm and assured of all help and support.
9. If the parent threatens to go to the Press/ Ministry/ Police or they blame the school for carelessness, the Senior VP of Education/ Marketing Manager of GEMS are informed in writing, as they may have to deal with Press queries.
10. Depending upon the case, a report is lodged with the local police.
11. Time to time, a follow up is done till the child is traced.
12. If there has been a slip/ error of judgement on the part of any member of the school staff in this manner, it is dealt with appropriately in writing.
13. All copies of any relevant correspondence are placed in the child's file.
14. The child, once safe, is referred to the School Counsellor for any appropriate follow up remediation that may be required, depending on the situation and emotional state of the child.