

MISSING PUPIL/BOARDER POLICY

This policy is applicable to all pupils, including those in EYFS.

On discovering a pupil is missing the following must occur:

Day-time

Establish where last seen from staff and pupils.

Try to establish his emotional state (has he had a row with a friend/been told off?)

Senior member of staff to instigate the following:

Arrange search teams for whole site.

Inform the Office (staff or 2x pupils).

Office to contact the Headmaster
(or SMT member if Head unavailable).

If search fails

Headmaster or SMT to

1) Contact parents

- In the case of an EYFS or Pre-Prep pupil this will be done within 15 minutes of the pupil having gone missing.
- In the case of a Prep School pupil this will be done within 30 minutes of the pupil having gone missing.
- In the case of a Boarder parents will be contacted within 30 minutes of the pupil having gone missing.

2) Contact police

- This will be done immediately after the parents have been contacted (unless the issue has been resolved after contact with the parents).

Night-time

Establish where last seen from staff and pupils (if awake).

Try to establish his emotional state (has he had a row with a friend/been told off?).

Senior member of staff to instigate the following:

If alarms are set search top two floors.

If alarms are not set search No. 3 and site.

Contact Headmaster (07803255835) (or SMT member if Head unavailable) immediately search has been completed.

Headmaster or SMT to

- Contact parents – this will be done immediately.
- Contact police – this will be done immediately after the parents have been contacted (unless the issue has been resolved after contact with the parent).

In all cases a report as attached must be filled in. An assessment must be made by the Headmaster as to why the pupil was missing and he will assess the need for counselling.

Reviewed SMT 19th April 2021

REPORT OF MISSING CHILD

Name of pupil

Date

Time of incident

Action taken

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Office informed Time

Parents informed Time

Police informed Time Incident Number.....

Reason given by pupil for being missing

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Any follow-up action required

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Member of staff reporting incident..... Date

Headmaster's signature Date