

## Missing Pupil Policy

There are occasions when it becomes apparent that a pupil has gone missing, either during the school day or in the evening. The following outlines the series of procedures that should be followed in order to track down the whereabouts of the pupil or pupils in such an event.

### Daytime absences

1. Academic staff should ask other pupils whether the child was in previous lessons, on the coach or has not been seen all day. If the absence seems at all suspicious, academic staff should e-mail or telephone the Housemaster/Housemistress of the child about that child missing their lesson or activity as soon as possible. This is in addition to completing the pink slip for absence in the ordinary way.
2. On discovering such a concern, The Housemaster/Housemistress should check on PASS to confirm whether the child is absent from school.
3. The Housemaster/Housemistress should check on PASS the timetable of the child to discover where they should be at that moment.
4. The Housemaster/Housemistress should go to that lesson or activity (assuming it is different from that in number one) to see whether the child is present.
5. The Housemaster/Housemistress should, if possible, telephone the child's own mobile telephone number and make contact that way.
6. If the child is missing, the Housemaster/Housemistress should check the following areas, either by telephoning a member of staff to do a physical check or by carrying out a physical check themselves:
  - if the child drives themselves to school, check to see whether the car is present
  - The medical centre
  - The school library
  - the music school
  - The Sports Hall and Pavilion
  - the child's day or boarding house
  - other day or boarding houses (beginning with the most likely) (contact the Housemaster/mistress or matron and ask for help)
  - The Fives Courts

It is important when checking boarding houses that every room, cupboard, wardrobe etc. is checked including looking under beds and tables. Up to 4.00 pm, Matron's will coordinate the search and assist here.

7. If the child is still missing, the Housemaster/Housemistress should inform the deputy head and then proceed with number 8.
8. The Housemaster/Housemistress should telephone the parents and ask whether they have collected the child and explain the situation.

9. If the parents are unaware of the whereabouts of their child, the Housemaster/Housemistress should inform the parents that the situation has now become a matter for the police and that the school will inform the local police force. The Housemaster/Housemistress should ask the parents to contact the school immediately if they gain contact with the child. The Housemaster/Housemistress should give the parents the telephone number of the local police force.

10. Housemaster/Housemistress should inform the deputy head of this conversation, and the deputy head will contact the police force, who will coordinate things from there.

#### Evening absences (Flexi-boarders)

1. If a child is not present at call (5.45 pm), whom the tutor on duty expected to be boarding that night, they should contact the Housemaster/Housemistress. If this is not possible, they should carry out the following themselves.

2. Telephone the parents and ask whether the child is indeed expected to board that night.

3. If the parents are unaware of the whereabouts of the child and were expecting them to board, duty tutors should follow procedures 5 onwards from 'daytime absences' above.

PMD  
January 2008