

FINBOROUGH SCHOOL
MISSING PUPIL PROCEDURE

IN THE EVENT OF A MISSING CHILD

If a child fails to turn up to a lesson or to registration within five minutes of the registration or start of lesson, the following procedure should be followed:

1. Check the school database to confirm if the child was in registration or has a planned appointment.
2. Ask the other students, if they know where the missing pupil is. If told they are at a music lesson/learning support/medical appointment etc, you should find a free member of staff to verify or, if no staff are available, send another pupil (Prep 5 and above) **with a note** to the member of staff directing that particular activity.
3. Ask a free member of staff to verify or, if no staff are available, send another pupil (Prep 5 and above) **with a note** to the school office to see if the child has signed out or is ill. Ensure that the pupil knows to **get the note signed by the member of staff** as confirmation that the pupil is with them.
4. If the whereabouts of the child is still unknown the office should be informed as soon as possible.
5. In the case of boarders, the school office will confirm with the House Master or House Mistress that the child was sent to school.
6. If there is no record of booking out or illness then a member of the office staff should go at once to the classroom or area the missing child should be in and check with staff in case the child had since turned up.
7. If the child has not turned up then the member of the office staff should **go at once** and inform a member of the SLT:

IN THE EVENT OF A MISSING CHILD FROM THE EARLY YEARS

1. Check database register.
2. Class teacher must ask a colleague to cover their class.
3. Check all nursery rooms, toilet areas and play area.
4. Ask other staff and children if they have seen the missing pupil.
5. If the child is not found go straight to the front office where a member of the office should **go at once** and inform a member of the SLT
6. The member of the SLT will now institute a search of the school site with the aid of any available staff and with the aid of any available sixth formers. Toilets are to be entered and searched and therefore both males and females must be on the search team. If possible divide the team into outside and inside search parties. Check all areas.

IN THE EVENT OF A MISSING CHILD DURING BOARDING HOURS

If a child fails to turn up to boarding registration, or cannot be located by the boarding staff during boarding hours:

1. Check the boarding logbooks to confirm if the child is authorised to be off-site.
2. Ask the other students if they know where the missing pupil is, or if they are able to contact the student directly.
3. Check all areas of the school, including all dorms, common rooms, ICT suite, Music and Art blocks, Dining room, 6th Form/Y11 rooms. If off-site on a boarding trip then search a reasonable area but move to the next step after 10 minutes of searching.
4. If the whereabouts of the child is still unknown the Head of Boarding **and** Assistant Head of Boarding should be informed directly.

5. The Head of Boarding or Assistant Head of Boarding should immediately inform a member of the SLT.

All of the above steps must be completed within one hour of the first missing child enquiry. If there is no sign of the missing child after one hour – whatever steps have been so far taken – then the final step should be immediately taken.

If the search does not locate the child then the responsible member of the SLT must do the following:

- Gather the known friends of the missing pupil and question them about when and where they last saw the missing child. Ask if they have any idea about where he/she may be. If this brings no result then:
- Contact the parents by telephone to check that they have not removed the child from the premises without informing any staff. Tell them what actions have been taken so far and ask if they have any ideas of the whereabouts of their child. If they have no information, inform them that you are contacting the police.
- Contact the police (01449 612318) and file a missing persons report. This should **occur within 90 minutes** of the pupil being reported missing.

After informing the police the matter will be dealt with by the police and the school staff and pupils will render all necessary assistance.

Reason for Review/Amendments	Last review August 2018
Details of changes	<ul style="list-style-type: none"> • Policy reviewed to ensure current legislation and practices are included. • Policy updated with changes to staffing and responsibilities.
Date of next review	Annual review May 2019 (Boarding / Pastoral Governance)

Name	Position	Responsible for	Signature	Date
J Sinclair	Principal	Governance/ oversight		
L Sinclair	HR Director	Recruitment/ Staff policies		
S Clark	Headmaster	Document Control and Implementation (academic staff)		
K Walmsley	Headmaster's PA / Admissions	Document Administration (non-academic)		