

Missing Child Policy

This Policy applies to the whole school and is published to staff

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Next review date: August 2021

The school has an obligation to keep all its pupils safe whilst they are on the premises. The processes for doing this are laid out in the Health and Safety and Child Protection (Safeguarding) policies.

The whereabouts of pupils should be accounted for whilst they are on the school premises for the school day and for activities and events organised under the auspices of the school, and appropriate supervision provided.

Pupils attending instrumental lessons or Speech and Drama should have an appointment card which should be signed by the member of staff granting permission for the pupil to be absent from their lesson.

If a pupil cannot be accounted for when the class is registered, following procedures should be followed:

The School Reception (and Stobo Office in the case of a Junior Pupil) should be informed, either by phone for those rooms which have easy access to one, or by sending a pupil. The School Receptionist or the Head's Secretary should ascertain whether the pupil attending a music or Speech and Drama lesson without having shown their appointment card to the appropriate member of staff whose lesson they are missing.

SLT should be contacted and a thorough search of the school buildings and grounds carried out, according to the attached procedure (Appendix 1 - held by the school office, matron and Bursar's office).

A member of the SLT/other senior member of staff should interview any pupil who may have knowledge about the most recent movements of the missing pupil and if possible, obtain the mobile contact for the missing pupil and try to contact them.

If the pupil remains unaccounted for, at this point, the police should be contacted and the parents informed.

Boarding pupils (outwith the school day)

House Parents should carry out a thorough search of the Boarding House.

They should attempt to contact the boarder by mobile phone.

If the boarder is still unaccounted for, the Senior House Parent should be informed if not already aware.

Any boarder who may have knowledge of the most recent movements of the person unaccounted for should be interviewed, and the following information ascertained if possible: last know location; clothes; any money they had available; any issues or problems which might have precipitated a disappearance.

The buildings and grounds should be searched, where feasible according to the aforementioned procedure.

House Parents should contact the police, the Head Teacher, the parents/UK guardian of the boarder concerned and the Designated Safeguarding Lead.

Once the boarder has been located, arrangements should be made for their return to the Boarding House if appropriate.

A full review should be carried out and appropriate actions put in place, with copies of the review sent to the Head Teacher, the Deputy Head Teacher, the Senior Teacher Pastoral and the Designated Safeguarding Lead. An addition copy should be held in the Boarding Office Missing Person File.

Covid-19

During the ongoing Covid-19 situation, the School will continue to make all decisions in the best interests of the pupils, and in line with current Government guidelines. As such, minor temporary variations may be required in respect of this policy. Such amendments will be shared as appropriate.

Appendix 1

Missing Child Procedure & Search Areas

Reception informed by phone in person (not a voice message or email) or send a pupil with a message if not available contact Headmaster's PA)

Reception will complete the following actions:

Record time informed

Check registers

Check sign out book

Check music lesson

Check with Matron

Check PE department

Once Reception has checked all this she will inform Headmaster's PA Craze who will coordinate the search and also inform Deputy Head

An Initial check of the building will commence – use radio's in Headmaster's PA's office

Areas to check first would include – Toilets, basement corridor, library, and boarding?

Then a full building search would begin- if more than 15 minutes have passed since the child was reported missing a full ground search including all buildings should commence as per the areas below using the site search map as a guide (Headmaster's PA will allocate the areas to available staff).

Stobo & Jerningham buildings will go through the check procedures above and initial search of their building before informing Reception.

Full Search Areas

A Jerningham building staff will search their building

B Stobo staff will search their building

C Main building staff will search their building

D Sports staff will search their building – if the sport staff team are all on the pitches someone from search area 7 will search it.

Area 1 - The drive and front field including the dip and wooded area at the bottom check the end of the drive and look both ways up and down the main road.

Area 2 - The woods behind Jerningham and the 6th form car park and the road down to the old art block

Area 3 - Meadow house and the grounds around it and up the path up to the CDT building

Area 4 - Walk around the exterior of Jerningham, Stobo and the main building checking the playgrounds and courtyard area

Area 5 - The CDT building, maintenance work shop area and up to and including the staff car park.

Area 6 - The Sports Hall exterior and the surrounding area including the Astro, front lawn and the hockey field area.

Area 7 - The old swimming pool area including the porta cabins and the path down to the walled garden and (the sports hall if no sport staff present in the building)

Area 8 - The walled garden and surrounding areas and then along the path through the woods to the cottage and onto the Murton road check up and down the road both ways.

Area 9 - The woods from the 6th Form car park to level with the Stobo building.

Area 10 - From Level with Stobo down to the walled garden

Area 11 - The woods from level with Stobo down to the sports hall and across to the walled garden

Search Coordinator – Headmaster's PA

Search Staff to contact if available

Bursar

Deputy Head

Site Manager

Bursar's PA

Headmaster's PA

Marketing Manager

IT Manager
IT Assistant
Cleaning Team
Matron
Maintenance Team

All search staff should carry their mobile phone so they can report back or call 999 if required.

Radios given to key search staff

The order of the search areas given out will depend where the child has gone missing from e.g. senior or junior.

A photo of the missing child will be emailed to the search staff.

Search times will be restricted to 15 minutes after the initial search period per area.

An air horn will alert searchers if the child has been found.

The Headmaster will make the decision as to when the Police are informed and in his absence the next person in line that's available would make the decision.

