

### **Missing Pupils (during the school day)**

A pupil who has been registered as present at school but who is absent from a lesson is deemed to be a missing pupil. Every class teacher takes a register of pupils. Following the reporting of a missing pupil to Reception, the following procedures should be followed:

Reception checks that the pupil is not signed out, in the Health Centre or due to have a peripetitic lesson (Music or Speech and Drama)

Reception should let the Deputy Head know as soon as possible that there is a missing pupil and inform the relevant Head of School

The Deputy Head will then contact teachers and pupils who have taught or been with the missing pupil prior to their disappearance to ascertain at what point in the day the pupil went missing

If not found, consider a fire drill to ensure not on site

If this initial investigation fails to reveal the whereabouts of the missing pupil the Deputy Head will contact the parents and the Police. This would happen no later than forty five minutes after the reported time of disappearance. At the same time all teaching and support staff will be alerted by email or telephone to look out for the missing pupil

The School will then act in accordance with Police advice

Once a missing pupil has been located this will be communicated to all teaching and support staff by email or telephone.

### **Missing Pupils (boarders)**

There are many points in the day when boarders are registered; breakfast, supper evening and weekend roll calls / check ins

A boarder who is absent from a roll call / check in is deemed to be a missing pupil. Following the reporting of a missing pupil to the member of staff on duty in the House, the following procedures should be followed:

House staff checks that the pupil is not signed out, in the Health Centre or involved in a school based activity

House staff should inform the Houseparent and let the Deputy Head know as soon as possible that there is a missing pupil

The Deputy Head will then contact teachers and pupils who may have been with the missing pupil prior to their disappearance to ascertain at what point in the day the pupil went missing

If this initial investigation fails to reveal the whereabouts of the missing pupil the Deputy Head will contact the parents and the Police. This would happen no later than forty five minutes after the reported time of disappearance

The School will then act in accordance with Police advice