



## Pupil Missing Procedure

### 1. Discovery

1.1 A pupil will be reported missing by:

- A double absence on the electronic registration system
- an absence at Call
- word of mouth

1.2 All staff and pupils have an obligation to report the absence of a pupil from class or games or any other supervised activity to the relevant HM.

### 2. Action

2.1 The HM will be the person who instigates a search procedure if there is any doubt on the whereabouts of the pupil. The following steps should be taken.

#### Day time

- i. Phone the pupil's mobile phone number.
- ii. Check with the pupil's close friend(s) for any further information.
- iii. Check with Health Centre to establish if the pupil is having treatment there.
- iv. Re-check with subject teacher/games coach/activity supervisor for any further information.
- v. Email other HMs to see if the pupil is in another boarding house.
- vi. Email staff to see if the pupil is being supervised elsewhere.
- vii. Conduct a thorough search of the area where the pupil was last seen.
- viii. Check the pupil's living area for evidence of a recent departure - or a note, perhaps.
- ix. Check with the Head of House/House Prefects to confirm the last sighting of the pupil.
- x. Check with the Porters' Lodge/HM's pigeon-hole to see if any urgent message has been left.

#### Then

2.2 Inform the Deputy Master (if available) or duty DSL via the Safeguarding contacts that there is no trace of the missing pupil and discuss with them the next steps to be taken – see points 2.11 onwards for possible night time actions.

2.3 The Deputy Head (Co-Curricular), Deputy Head (Academic) or Senior Master can also be contacted using their home numbers for advice or support.

2.4 The Deputy Master or duty DSL will keep the Master informed.

2.5 The Master or Deputy Master may decide to call in a School Crisis Management Team at any stage.

- xi. Phone the next-of-kin/guardian to inform and discuss.
- xii. If no satisfactory information has been gained, the Deputy Master or duty DSL will inform the next-of-kin/guardian that the local Police will be notified on 999.
- xiii. If it is not possible to contact the next-of-kin/guardian, the Deputy Master or duty DSL will notify the local Police immediately on 999.

2.6 Individual cases will vary, but, having followed the steps above, the need to phone the local Police should not be more than 1-2 hours after the pupil has been reported missing.

2.7 The following information should be given to the local Police:

- Haileybury, SG13 7NU
- the DSL's phone number, the HM's phone number and the pupil's mobile number (if known)
- name of the missing pupil
- age of the missing pupil
- length of time unaccounted for

- last known location
  - detail of clothing worn, if known
  - where the Police should report on arrival
- 2.8 The Porters should be informed that this call has been made.
- 2.9 Once the local Police arrive, all relevant parties, and others if requested, will assist in any search procedure instigated by the senior officer in charge.
- 2.10 All relevant information about the pupil must be given to the senior officer in charge at this stage.
- 2.11 The next-of-kin/guardian should be kept informed of all developments.

### **Additional information for evenings/night time**

- 2.12 Using discretion, the same procedure should be followed as stated above. The HM has the right to contact anyone at any time to seek information. In a case where an HM or a tutor on duty discovers that a pupil is missing from his/her bed at night time, the procedure outlined below will operate.
- i. Check the public areas of the boarding house – bathrooms, toilets, common rooms and kitchens.
  - ii. Check the rooms of other pupils in the year group/friendship group of the missing pupil and establish whether anyone else is missing. Note carefully who is absent if there are other empty beds.
  - iii. Phone the pupil's mobile phone number.
- 2.13 Once it is established that there is no simple explanation for the pupil's absence, the HM should return to point 2.2 on this policy and discuss the situation. The Deputy Master, duty DSL or senior person onsite will decide whether to institute a bed-check. If a bed check is deemed necessary, a "telephone cascade" system will operate.
- iv. The Deputy Master, duty DSL or senior person onsite will ring HM Albans, who will ring the HMs of Aby, C and M.
  - v. The Deputy Master, duty DSL or senior person onsite will ring HM Edmonstone, who will ring the HMs of BFr, Tr and Th.
  - vi. The Deputy Master, duty DSL or senior person onsite will ring HM Batten, who will ring the HMs of K, L and H.
- 2.14 When a bed-check is requested, HMs should check the beds throughout their House and make careful note of any pupil who is absent. **NB** The priority is to check all the beds as quickly as possible rather than to go looking for individuals.
- 2.15 Each HM should then report the situation in his/her house back up the telephone chain as above. Thus, HMs of Aby, C and M should ring HM Albans and report their House status; HM Albans should telephone the Deputy Master or duty DSL and so on.
- 2.16 At all times, if the HM is absent, whoever is designated by the HM to be the Acting HM will be responsible for conducting the search procedure in a house.

### **3. Review**

- 3.1 At all stages, HMs are advised to make written notes so that they have clear information that can be referred to in case of dispute with pupils or parents after the event.
- 3.2 When a search procedure has had to be instigated, the HM and Deputy Master should write a brief report to SLT or the HMs Committee analysing any lessons learned and any points which may help in future search procedures. The report should also make clear any reasons given by the pupil for being missing. This should be sent to The Deputy Master who will send a copy to the Bursar for record keeping.

*Reviewed by SLT June 2019*