

# PORT·REGIS

POLICY NAME	Missing Child Policy	POLICY OWNER	Deputy Head Pastoral
APPROVED BY	Wellbeing Committee	DATE APPROVED	February 2022
DATE OF LAST REVIEW	February 2022	DATE OF NEXT REVIEW	November 2023

## 14b - MISSING CHILD PROCEDURE

Whole school policy including EYFS.

*The following advice assumes that, at each step, the missing child will NOT be found. The procedure can be halted at any stage when the child is found with a full report back to concerned staff. The Deputy Head/Senior Master/Head of Boarding will follow up reasons for absence, immediate care of the child concerned and put in place support or other measures after the event. In the Pre-Prep this would be the Head of Pre-Prep.*

A missing child is: A child who does not appear for an activity or class where the member of staff expects them to be is not ‘missing’, but the member of staff **MUST**, as a priority, establish their whereabouts.

All members of staff are responsible for ascertaining the whereabouts of pupils allocated to them for particular activities at particular times of the day.

A child should only be designated as ‘missing’ once their absence from all the expected places has been established.

Whilst the below policy goes into detail explaining every step in the process, it can be shortened to the following points:

- Once a pupil is deemed to be missing. The member of staff must contact the Deputy Head (Iain Hepburn 07879477129) or the Head of Boarding (Dale Woolmer).
- The time must be noted.
- The Deputy Head/Head of Boarding will swiftly ascertain the pupils last whereabouts and try to discover from pupils when they were last seen. This may have been done by the member of staff who has flagged the missing child.
- Deputy Head/Head of Boarding to sound “whole school fire alarm”.
- If not found, police contacted. Parents contacted.
- Then to follow procedures for searching the site below.

### WEEKDAYS IN THE PREP SCHOOL:

- Teacher/Games coach/Hobby taker/Houseparent should contact the School Office so that the child can be looked for. Staff will check records such as POP, Health Centre, LS or Music lessons, and search Boarding Houses. Discreet questioning of classmates and friends is appropriate without alarming them to find out when the child was last seen, where, and with whom.
- A note should be taken of the time the child was first reported missing and who has been contacted.

## WEEKDAY EVENINGS IN THE PREP SCHOOL:

- A register is taken in supper by the boarding team.
- Name check of all children in each Boarding House should be completed by 8pm.
- Houseparent(s) on duty will check POP and contact the Health Centre for information regarding the missing child. Contact should be made with other Boarding Houses to check the child is not there. The Deputy Head must be informed if a child is unaccounted for.

## WEEKENDS:

- Name check must be completed at lunch and supper on weekends with Gaps reporting any missing children to the boarding team. The Houseparents to follow up any absence/change of weekend plans checking the ins and outs information on the master board.
- During the day, the houseparents (walkie-talkie) will liaise with the Office (and/or Houseparents) so that the child can be searched for in the grounds and facilities. Friends and other children will be questioned discreetly as to when and where they last saw the missing child.

After the necessary checks are made and the missing child is not found then the following is to happen:

- Refer to Crisis and emergency Procedure for further action.
- Head of Boarding/Deputy Head will telephone home (if local/UK) to ascertain if a parent has picked up the child from school without signing him/her out from School.
- Decision is made (in consultation with Headmaster/ Deputy Head /Head of Boarding) to ring the FIRE BELL and complete a full roll call of the whole school.
- If missing pupil not found, after fire drill. Police are called.
- At weekends **the children have access to the full grounds so it is most effective to proceed to a full Fire Drill if all other avenues have proved to be unsuccessful.** Complete a school roll call using the master "Ins and Outs" board (kept in Tracey's Office). Also worth noting that there will be a lesser number of staff on site when conducting search.
- Police to be contacted and informed of missing child. Reassurance of planned action to be given to parents if child not at home.
- A member of staff will then be appointed to act as the co-ordinator of any additional searching. **At this point the Staff Room becomes the central co-ordination point. Walkie talkies are used from the Marketing Office. The Staff Room becomes the hub of operations.**
- Use **map (see below)** to coordinate the search. Involving more staff and extending to all areas of school buildings and grounds and possibly the local areas of Motcombe and Shaftesbury. Use spreadsheet to organise search. Limit of **4 staff per area**. Please refer to the map for search areas.

## PRE-PREP DURING SCHOOL DAY

Although classes are closely supervised and children are never in the courtyard or leave the Pre-Prep on their own, we must consider a procedure for action in the event of a child going missing.

- The class teacher stays with the group and the class teaching assistant and any other available staff search the immediate vicinity, classrooms, cupboards, lavatories, cloakrooms.
- The class teacher advises the teaching assistant to alert others (including the Head of Pre-Prep) to join the search in a wider area within the Pre-Prep boundaries, checking that the gates, doors etc are still shut.
- Fire alarm is sounded for a head count.
- The Head of Pre-Prep or class teacher alerts the Bursary who will contact Security and the maintenance team. They will search the wider grounds. Classes may be joined at this stage to make additional staff available.

- Headmaster/Deputy Head Pastoral informed that child is missing from school, include details and action taken so far.
- Parents are contacted.
- Police are contacted.
- Refer to Crisis Procedure for further action.

#### PRE-PREP during after school club

- The after school club leader stays with the group and the after school club assistant and any other available staff search immediate vicinity, classrooms, cupboards, lavatories, cloakrooms.
- The after school club leader alerts others (including the Head of Pre-Prep) who join the search in a wider area within the Pre-Prep boundaries, checking that the gates, doors etc are still shut.
- Fire alarm is sounded for a head count.
- The Head of Pre-Prep /after school club leader alerts the Bursary who will contact the Office to ensure the child has not been seen with parents collecting siblings and Security and the maintenance teams will search the wider grounds.
- Headmaster/Deputy Head should be informed that the child is missing from school, informed of details and action taken so far.
- Parents are contacted.
- Police are contacted.
- Refer to Crisis and emergency Procedure for further action.

#### **FOLLOW UP**

- Pupils will be dealt with sensitively upon their return - they may need to be counselled and nurtured or disciplined as deemed necessary by their tutor / Deputy Head Pastoral / Headmaster in discussion.
- Records will be kept by the Deputy Head Pastoral and added to pupil files.

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Updated by IDH – October 2023