



CLAYESMORE

MISSING PUPIL POLICY

Responsible:	Deputy Head Pastoral
Date Reviewed:	May 2023
Review Period:	Annual
Scope:	Senior School
Approval Authority:	SLT
Approval Date:	27/06/23
External Release:	Parents only

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INTRODUCTION

The school has a comprehensive process of registration: staff are required to register all students in all lessons, including games.

All absences from lessons among students in Years 9 – 11 should be followed up immediately by staff contacting Sarah Lockwood or a member of SLT.

Absences from games are treated slightly differently: they are followed up the same afternoon unless a pupil is known to be at risk in some way in which case they are followed up immediately. Those responsible for games registrations should use SOCS to take their register.

All sixth form absences are also followed up within 24 hours, unless there is a known risk to a student. For students known to be of any concern they are followed up immediately.

Occasionally, a pupil cannot be accounted for and the following procedure should be used. Finding a missing pupil takes priority over all other things.

A. ABSENT AT REGISTRATION

Day Pupils

- **The registration team** rings the contact numbers of any day student who has failed to register.
- If the pupil is known to have arrived at school, or was placed on a school minibus and is thought to have arrived, follow section B below.
- If it is clear that the pupil has left home but not arrived at the school, the situation may be urgent. The registration team informs the parents and one of the Deputy Heads, and, in consultation with parents, the next steps are determined.
- Consider contacting the police immediately.

Boarders

In the case of a boarder who misses registration, the registration team

- contacts the Houseparents (or Matrons) who should conduct a search of the house, if this has not already been done.
- uses the timetable on ISAMS to identify where the pupil should be and personally visits the room.
- phones the medical centre, the Music School and the TLC to see if the pupil has presented themselves there.
- If the boarder is still missing go to section B.

B. BETWEEN 9AM AND 5.30PM

- Staff noticing a pupil absence **MUST** check ISAMS where further information about absence might be logged against the pupil's name.

If the absence is not explained, Sarah Lockwood should be informed, and she will

- check the known absences for the day
- check with the medical centre
- inform Houseparents and matron (if possible)
- inform one of the Deputy Heads who will decide what steps to take. These might include:
 - i. a conversation with known friends of the missing pupil – this is often the most useful thing to do.
 - ii. thorough search of the boarding house and any other appropriate places.
 - iii. a search of other buildings, including the Art Room, Music School and Devine House.
 - iv. a search of other boarding houses
 - v. a search of the prep school
 - vi. a search of the village shop, and the children's playground.
- Within 15 minutes all searchers should report by phone to the person co-ordinating the search – the Deputy Head, Sarah Lockwood, or the House Staff.
- The next stage is to conduct a search of the grounds
 - vii. DFO's staff should be asked to check the grounds and report by radio or phone to the person co-ordinating the search.
 - viii. After 5pm the Deputy Head should personally supervise the checking of the school grounds.
- If the pupil is still missing, two staff will set off in cars – one to Blandford and one to Shaftesbury along the A350, returning along the Upper Road.
- A third member of staff should drive to Child Okeford.
- If the pupil is still missing, the Head, DHs, or Houseparents will phone the parents.
- The police should be called.

C. EARLY EVENING PERIOD OR WHEN THE SCHOOL IS STILL BUSY WITH PEOPLE/EVENTS

- When a day student who normally goes on the school bus fails to appear, the procedure is that the driver contacts the Transport Manager for further instructions.
- The Transport Manager contacts a) Houseparents and b) Deputy Heads.
- The Houseparents checks the House and the DH checks the main site.
- The results of these checks are phoned to the Transport Manager

If the pupil is still missing

- Follow the procedure listed for B above.

D. AFTER 6.30PM OR AT WEEKENDS

The Houseparents should be contacted immediately, and will:

- Arrange for the medical centre to be contacted to see if the pupil has presented themselves there
- Contact the Head and one of the Deputy Heads.
- Follow the procedure listed under B above.
- Contact the other boarding houses and ask for sightings.
- Searches should be conducted quickly and reported on within 15 minutes – probably by phone.
- If the pupil is still missing, the Head or Deputy Head will arrange for two staff to set off in cars – one to Blandford and one to Shaftesbury along the A350, returning along the Upper Road – as above. A third person should drive to Child Okeford.
- If the pupil is still missing, the Head or Deputy Head will arrange for parents to be informed and then call the police.