

# MISSING PUPIL POLICY



If a pupil has been registered at school and does not appear as expected for a lesson or other activity, it is important that a calm and methodical approach is taken to finding the whereabouts of that pupil. Carry out the following:

- Check with the matrons whether the pupil has reported to them.
- Check with the School Secretary and form teacher for any record of the pupil having left the site for an external appointment.
- Check if the pupil is having an out of class tutorial eg music/tennis/learning support etc.
- Notify the Headmaster or senior member of staff on duty.

At the discretion of the headmaster/senior staff member, staff will be assigned to search the site and grounds and, if necessary, parents and/or local police will be informed of the situation.

## **Boarding**

If a boarder cannot be accounted for, having been registered at supper, the house parents must be informed immediately. Resident/duty staff should carry out an immediate search of the site. If the pupil cannot be found, the Headmaster/Deputy Head should be informed directly. The Headmaster/Deputy Head will then take the decision to contact parents or inform the local police.

NB It is almost always the case that there is a simple explanation for such a situation and it is important for all staff to avoid conveying panic/excitement to other pupils. Although we cannot and should not be complacent, absconding has not been experienced here for very many years.

Vigilant supervision remains essential, however, including alertness to any strangers on or near the school site.

Reviewed: September 2011

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