



Missing Child Procedure Policy

Policy number	BS035 / ISI 14b
Applies to	Whole School
Endorsed by	Head Master
Responsibility	Head Master
Date reviewed	March 2023
Next review	March 2024

During School Hours

In the event of a pupil being absent without authorisation or explanation, the member of staff responsible for that lesson or activity must inform the Bell Room (Upper School) or Prep Reception (Prep School). If the pupil is a boarder, the Bell Room or Prep Reception will contact the pupil's House and if they are not found there, their Tutor and/or Housemaster. If the pupil is a day pupil, the Bell Room will contact the pupil's Tutor and/or Housemaster.

For a boarder, the Housemaster, or other person in charge, must ascertain what the circumstances of the absence are. For a day pupil, a check should be made that the pupil is not at home and parents should be called. In both cases it may be appropriate to call the pupil on their mobile phone and to ask the pupil's friends for his mobile number (if it is not registered with the Bell Room), but this requires discretion and other pupils should not be caused to panic. If the pupil cannot be contacted as this point, the Vice Master (Upper School) or Deputy Head (Prep School) should be contacted.

If practicable, sensible searching of the immediate area should be undertaken, following any clues or information forthcoming from any source including pupils. This checking should continue for two hours: the pupil may well return within this time. If the pupil is still unaccounted for, the Head Master should be informed and, preferably with the parents' permission, the police should be called. It is important that all the relevant information regarding the pupil is readily available including a full description, as far as possible, of the clothing in which the pupil was last seen. If police are notified, the school emergency procedures should be enacted.

When the pupil is attending school on a UKVI Tier 4 visa, all unauthorised absences should be reported immediately to the Registrar as well as the Vice Master (Upper School) or Deputy Head (Prep School).

Outside normal School Hours

In the event of a pupil being absent without authorisation or explanation, the member of staff responsible for that activity must inform the Housemaster of a boarder or the Assistant Head (Pastoral or other senior staff for a day pupil). In the event of a boarder's Housemaster being unavailable, the Housemaster's deputy (Assistant Housemaster or visiting tutor) should be told. The same steps should be taken if a pupil is unexpectedly absent from meals, bedtimes, etc. Again, it is appropriate to call the pupil on their mobile phone using the contact number held on their pupil profile and to ask the pupil's friends for his mobile number, but this requires discretion and other pupils should not be caused to panic.

If the pupil cannot be contacted at this point, the Senior Boarding Housemaster, Deputy Head, Vice Master, or most senior available person should be informed. The Housemaster (or deputy in the House) must ascertain what the circumstances of the absence are. If practicable, sensible searching of the immediate area should be undertaken, following any clues or information forthcoming from any source, including pupils. This checking should continue for two hours. The senior available person will subsequently make the decision, in consultation with the Housemaster of a boarder, to inform those with parental responsibility and, preferably with parental permission, the police. At this point the Head Master should be informed. All the relevant information regarding the pupil must be readily available including a full description, as far as possible, of the clothing in which the pupil was last seen. If police are notified, the school emergency procedures should be enacted.

