



## THE ORATORY SCHOOL

### PROCEDURE TO FOLLOW SHOULD A PUPIL GO MISSING

Policy Owner:	Deputy Head Pastoral
Relevant Legislation* (if a regulatory policy)	Children Missing Education 2016
Last reviewed by/date:	May 2023
Last approved by/date:	Newman Committee May 2023
Next review due:	May 2024
This version published:	May 2023
Circulation:	All Staff & Governors Inspection Portal School Website Parent Portal
Linked policies	Safeguarding and Child Protection

### **On Site during the school day:**

In the event of a missing pupil, the first checks itemised below will usually find the pupil but it is important that a whole procedure is in place for any eventuality. If a pupil is missing from the school the following procedures should occur:

1. Anyone suspecting that a pupil has gone missing should contact the Unaccounted For Pupil email (comprising: Reception, Housemasters, ASHsMs, House Mothers and Health Centre).
2. The following checks will be made by Reception where all registers are held:
  - a. Try phoning the pupil's phone
  - b. Check register to ascertain whether the pupil is in school
  - c. Check lesson registers to see when they were last accounted for
  - d. Check via phone with Health Centre
  - e. Check via phone with Sports Centre
  - f. Check via phone with Music Department
  - g. Check Games Lists
3. Once all the above reminders have been checked, the Deputy Head Pastoral, Deputy Head Academic and Designated Safeguarding Lead should be informed. If not before, then this group should automatically be contacted if a pupil is still missing once one period has passed (35 mins maximum). The relevant Housemaster team should also be contacted again at this point.
4. The Leadership Team will then coordinate an internal search, checking all areas including toilet areas, health centre, free classrooms, sports centre, chapel and other boarding houses.
5. Once this has been done, if the pupil is still missing, the external areas must be checked. This external area consists of the 6<sup>th</sup> form centre, new pavilion, cricket pavilion and grounds/maintenance area. It is possible to enlist the help of the maintenance/grounds staff for this task.
- 6. If a pupil has been missing for one hour then the Head Master must be informed wherever he is. At this point the parents would also be informed by the Head Master or his designated representative.**

7. Additional help to search a wider area is then sought and all roads leading from the school are looked at. It is important to check the address of the parents and the route to their home must be scoured more carefully. The wooded areas in the school grounds are searched at this time as well. This should take no longer than 30 minutes.
8. If the pupil can still not be located after this time then the police should be informed who will then advise what action to take.
9. Once the incident is resolved, a full written account of the incident must be produced by the Housemistress/Housemaster on the same day, where possible, and uploaded to My Concern. A full review of the incident will be carried out under the direction of the Deputy Head Pastoral as soon as reasonably possible after the incident is resolved. This review can cover, but is not limited to, policies, procedures, risk assessments and any other relevant practices.

#### **On site during the evening:**

If a pupil goes missing after the 6.45pm roll call then the following procedure should be followed:

1. Try ringing the pupil's phone.
2. Check with Health Centre/other pupils/house registers to ascertain the last time the pupil was seen.
3. Duty tutor should inform the Housemaster if the pupil can't be found within **20 minutes**.
4. The Housemaster then takes responsibility for leading the search. The Housemaster should contact the Unaccompanied For Pupil email (comprising: Reception, Housemasters, ASHsMs, House Mothers and Health Centre). At all times it is important to remember not to fluster the pupils. Do not set up a panic.
5. They should make sure all of the steps above have been completed including their own checks. They should also contact the security number. If the pupil has not been found within **30mins** then they should contact the Deputy Head Pastoral by phone. There should be a designated member of the leadership team in his absence.

6. The Leadership Team will then coordinate an internal search, checking all areas including toilet areas, health centre, free classrooms, sports centre, chapel and other boarding houses.
7. Once this has been done, if the pupil is still missing, the external areas must be checked. This external area consists of the 6<sup>th</sup> form centre, new pavilion, cricket pavilion and grounds/maintenance area. Security may be able to help with this search.
8. If a pupil has been missing for **one hour** then the Head Master must be informed wherever he is. At this point the parents would also be informed by the Head Master or his designated representative. If the pupil can still not be located after this time then the police should be informed who will then advise what action to take.
9. Additional help to search a wider area is then sought and all roads leading from the school are looked at. It is important to check the address of the parents and the route to their home must be scoured more carefully. The wooded areas in the school grounds are searched at this time as well. This should take no longer than 30 minutes.
10. Once the incident is resolved, a full written account of the incident must be produced by the Housemistress/Housemaster on the same day, where possible, and uploaded to My Concern. A full review of the incident will be carried out under the direction of the Deputy Head Pastoral as soon as reasonably possible after the incident is resolved. This review can cover, but is not limited to, policies, procedures, risk assessments and any other relevant practices.

**Off Site:**

- The school check list should be referred to as far as possible. The teacher in charge will have carried out a risk assessment. This should help in identifying when then pupil was last seen.
- The school must be notified immediately.
- The hotel rooms or accommodation should be searched.
- The reception must be informed.
- The vicinity must be searched.
- The school must notify the family.
- Lcal police must be informed.
- If the party has to move on, a member of staff must remain behind.

**It is important to remember that a proper 'counting system' during the trip must be followed at every point of departure. A number system is recommended.**

**Guidance**

It will help the police if they can be given:

- a clear description of the pupil.
- as much detail as possible about where the pupil might be going, might be located and when he left home.
- in consultation with the senior member of staff, consideration should be given to contact local hospitals seeking information of recent admissions.
- in consultation with senior staff, contact should be made with the pupil's closest relative.
- A written record of the action taken by staff with relevant times, etc, and who was contacted must be made. A copy of this must be placed on My Concern.