

## **QUEEN'S HOUSE : MISSING PUPILS (not including school visits)**

### **1. Policy Statement**

Woodbridge School seeks to ensure that the whereabouts of all pupils are known at all times. On occasions when a member of staff identifies pupils are missing from their expected location, immediate action is required.

For pupils missing on educational visits, see educational visits policy and procedure.

### **2. Procedure**

2.1 A pupil may be identified as missing:

- By observation in class.
- On reconciliation with the afternoon registration.

2.2 Any member of staff who discovers a discrepancy must immediately notify The Head of Queen's House who will work with Secretary/Matron to pursue all avenues including contacting staff who might previously have taught or tutored the pupil that day.

2.3 If the pupil is still found to be missing, the Head of Queen's House and Secretary will immediately:

- Open a written record of the incident which will log all specific actions taken.
- Contact the parents/guardians and ask for information.
- Inform all staff who will instigate a search of the site.
- Inform the Headmaster.
- If considered appropriate, a school fire alarm practice would be a useful tool in locating missing pupils.

2.4 If the site search fails, parents will be informed and a search of local roads will be made on foot, or by car, by available staff and parents, as appropriate. Owing to the age of the pupils at Queen's House, and in consultation with the parents, the Police will be contacted.

2.5 On completion of this and any subsequent searches made over the day, parents will continue to be informed of progress.

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