

Woodbridge School
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 as missing from their expected location, immediate action is required.

For a pupil missing on an educational visit, see the educational visits policy and procedures.

2 Procedure

2.1 Procedure for a Day pupil found to be missing from School

A pupil may be identified as missing:

- After an absence at morning registration is not confirmed by the office staff's call home.
- By observation in class after comparison with the day's absence sheet.
- On reconciliation with the afternoon registration.

Senior School:

Any member of staff discovering a discrepancy must immediately notify the School Office which will:

- Contact the Music School.
- Contact Matron.
- Contact the library.
- Contact Housemaster/Mistress for a pupil in Year 7-11.
- Contact the Sixth Form centre in the case of a Sixth Former.
- Contact staff who might previously have taught or tutored the pupil that day.
- Check all lists of trips out of School.
- Check the signing out books at Reception and in the Sixth Form Centre.

If the pupil is still found to be missing, the School Office will immediately:

- Open a written record of the incident which will log all specific actions taken.
- Contact the parents/guardians and ask for information.

If the pupil is still found to be missing, the School Office will:

- Inform the Deputy Headmaster, Bursar, Senior Master/Mistress who will instigate a search of the site.
- Post a 'missing' notice on the CRNB and via e-mail with the name of the pupil, date and time of first noted absence.
- Advise all teachers due to teach or tutor the pupil later that day that they must immediately inform the office if the pupil appears.

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.

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

It will not be the responsibility of the School to alert the police unless the parents cannot be contacted and there is reason to believe that the pupil is in danger.

2.2 Protocol for a Boarder found to be missing from School

During the school day, the protocol is as per the protocol for a missing day pupil, but includes:

- Contact the Boarding House.

A Boarder may be identified as missing if his/her whereabouts is not able to be confirmed by visual sighting, from information provided by the pupil or other trustworthy pupils with regard to their movements, the sign-in book or telephonic contact with him/her or their parent/guardian.

Staff discovering a discrepancy must:

- Notify the Housemaster/Mistress/Tutor and School House Matron.
- Attempt to ascertain whereabouts from friends.
- Attempt to contact the pupil on his/her mobile phone.
- Check the Music School.
- Check the School fields.
- Check the Sixth Form Centre if appropriate.
- Contact staff who might previously have taught the pupil that day (if a weekday).
- Check the list of trips out of School.

If a pupil is still missing, the duty member of staff/Housemaster/Mistress should:

- Inform the Headmaster, or on his absence the Deputy Headmaster, Senior Mistress/Master.

- Open a written record of the incident in the communications book and log all specific actions taken.
- Contact their parents/guardians.
- Contact back-up duty staff, and request assistance as appropriate.

A search of local roads, shops, potential haunts etc. should be made on foot or by car where appropriate.

On completion of this and any subsequent searches made, parents/guardians will continue to be informed of progress.

It will not be the responsibility of the School to alert the police unless the parents/guardians cannot be contacted and there is reason to believe that the pupil is in danger.

2.3 The Abbey

Any member of staff who discovers a discrepancy must immediately notify the Abbey Office which will:

- Contact the pupil's class teacher.
- Contact Matron.
- Contact the Staff Room.
- Contact the Music School.
- Contact staff who might previously have taught or tutored the pupil that day.
- Check all lists of trips out of school.

If the pupil is still found to be missing, the Abbey Office will immediately:

- Open a written record of the incident which will log all specific actions taken.
- Contact the parents/guardians and ask for information.

If the pupil is still found to be missing, the Abbey Office will:

- Inform the Master, Second Master or Director of Studies who will instigate a search of the site.
- Post a 'Missing' notice on the Common Room Notice Board and via e-mail with the name of the pupil, date and time of first noted absence.
- Advise all teachers due to teach the pupil later that day that they must immediately inform the Abbey Office if the pupil appears.
- If considered appropriate, a school fire alarm practice would be a useful tool in locating missing pupils.

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 The Abbey, and in consultation with the parents, the Police will be contacted.

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

2.4 Queen's House:

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.

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.

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.

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

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