

The Abbey

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:
 - After an absence at morning registration is not confirmed by the office's staff call home.
 - By observation in class after comparison with the day's absence sheet.
 - On reconciliation with the afternoon registration.
- 2.2 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.
- 2.3 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.
- 2.4 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.
- 2.5 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.
- 2.6 On completion of this and any subsequent searches made over the day, parents will continue to be informed of progress.

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