



Missing Child Procedure Policy

Policy number	BS035 / ISI 14b
Applies to	Whole School
Endorsed by	Head Master
Responsibility	Head Master
Date reviewed	March 2021
Next review	March 2022

During School Hours

In the event of a boy being absent without authorisation or explanation, the member of staff responsible for that lesson or activity must inform the Bell Room. If the boy is a boarder, the Bell Room will contact the boy's House and if he is not found there, his Tutor and Housemaster. If the boy is a dayboy, the Bell Room will contact the boy's tutor or Housemaster.

For a boarder, the Housemaster, or other person in charge, must ascertain what the circumstances of the absence are. For a dayboy, 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 boy on his mobile phone and to ask the boy's friends for his mobile number (if it is not registered with Admin Support in A2), but this requires discretion and other boys should not be caused to panic. If the boy cannot be contacted at this point, the Vice Master should be contacted.

If practicable, sensible searching of the immediate area should be undertaken, following any clues or information forthcoming from any source including boys. This checking should continue for two hours: the pupil may well return within this time. If the boy is still unaccounted for, the Head Master should be informed and, preferably with the parents' permission, the police should be called. It is vital 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.

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.

Outside normal School Hours

In the event of a boy being absent without authorisation or explanation, the member of staff responsible for that activity must inform the Housemaster. In the event of a 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. Once again, it is appropriate to call the boy on his mobile phone and to ask the boy's friends for his mobile number (if it is not registered with the Housemaster), but this requires discretion and other boys should not be caused to panic.

If the boy cannot be contacted at this point, the Senior Boarding Housemaster, 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 Houseparent, 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.