

PROCEDURE DURING BOARDING TIME FOR MISSING PERSON

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In the unusual event of a missing child from the boarding community, the following procedures should be worked through. In the event of a child becoming missing, staff may need to refer to the WCPS and SET **Business Continuity Plans.**

It may be that the first time it becomes apparent that a boarder is missing is when signing in/out lists are checked, during or shortly after roll calls, in prep, bedtimes or when another boarder raises the alarm. When a child is missing, the following procedure is carried out.

1. Talk to and listen to the other children to ascertain whether they know where the missing child is, or have any knowledge of a problem between peers, with staff in school or with family or friends.
2. Check signing out book, roll record, email, activity lists.
3. Call the child's mobile phone (if they have it with them).
4. Ask peer group to try calling the child's mobile phone (if they have it with them).
5. Check with other college houses and resident staff to ask if the child has visited their House
6. Call for the help of other member of staff on duty with the smooth running of the house, to assist with looking for the missing person on site and immediate area.
7. Establish where and when the child was last seen (a) by peers (b) by adults.
8. Establish what they were last seen wearing, whether they have taken any luggage, clothes etc.
9. Initiate a search of Boarding House and other accessible areas of school & grounds.
10. If feasible, drive off premises to extend search of child beyond school site.
11. Discuss with medical staff whether they are taking or require any medication.
12. When there is reason to believe that the child is at significant risk:
 - ring parents,
 - explain the situation,
 - tell them what has been done and what we are going to do next.
13. Ring the Police giving all details.
14. Keep a written report with details of actions taken, precise timings etc.
15. Keep parents and others informed as information comes through and continue to keep detailed notes.
16. Inform Headteacher as and when applicable.
17. Following recovery of the student concerned consider:
 - follow up pastoral action;
 - follow up disciplinary action;
 - review of procedures and staff action;
18. log the event.