

## **MISSING PUPILS POLICY (INCLUDING EYFS)**

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THIS POLICY APPLIES TO MILLFIELD PREP SCHOOL AND MILLFIELD PRE-PREP SCHOOL (INCLUDING EYFS)

### **From School**

If a pupil is missing during the day the following procedure should be followed:

- Check the absentee list on iSAMS.
- Check SOCS for team sheets etc.
- Check scheduled outings list for trips out etc.
- Check with Surgery/Reception.
- Explore all other reasons for absence e.g. Music lessons/Speech lessons/ Matches/any other individual lessons (EAL, LDC)/question other children.
- Speak to GT, HOY, House parent, Head's PA to ensure that there has been no contact from parents regarding absence.

Inform the Headmistress's PA who will alert HM or SMT member of staff on duty and:

- Instigate a search of the school grounds, buildings, out buildings and local area. Contact stewards and estates to help if necessary.
- Check with siblings at Millfield
- Check CCTV cameras
- Contact Parents and the Police no later than **1 hour** after the reported absence and sooner if the circumstances give greater cause for concern. Ensure that we have up to date relevant information and a picture would be advisable (iSAMS)
- Check on social media sites and accounts.

**Once child is found the Headmistress's PA will send an email alert to all staff to stand down the search or phone call as necessary.**

### **From House**

If a child is missing from a Boarding House the following procedure should be followed:

- Check that the child does not have any additional lessons, activities such as golf, tennis, riding, swimming, matches etc.
- Question other children
- Search the House, outbuildings and grounds as well as school buildings.
- Phone child's mobile if applicable and check social media sites and accounts.
- Contact other house staff such as AHP, liaison tutors, matrons, interns to check that there has been any additional communication received informing us of the absence.

Inform the Director of Boarding who will inform the Headmistress (in her absence SMT member of staff on duty) and:

- Contact other Boarding House parents who should search the vicinity of their own Houses
- Contact siblings at Millfield.

- Check CCTV cameras
- Phone Parents or Guardian no later than 1 hour after the child is reported missing and sooner if the circumstances indicate a high risk level of concern.
- Contact the Police – ensure that have up to date relevant information and a picture would be advisable (iSAMS).
- Instigate a search of the local area.
- Phone local taxi firms if the circumstances dictate.

**Once child is found Director of Boarding will send an email alert to all staff to stand down the search or phone call as necessary.**

#### **From Pre-Prep**

In the event of a child going missing within the Pre-Prep the procedure is as follows:

- Check absentee list/register in office
- Check with Pre-Prep Office/Medical Centre
- Explore all other reasons for absence- music lessons, speech and drama etc.
- Head of Pre-Prep to be informed
- Head of Pre-Prep informs Headmistress's PA
- Check CCTV cameras
- Form Teacher or TA to remain in area from which child has gone missing
- Year groups to stay with remaining members of staff
- A search should to be initiated of immediate area using other members of staff as appropriate, photograph of missing child should be circulated if available
- Check exits, toilet areas, hall, class room, outdoor area/equipment
- Contact Parents and the Police no later than 1 hour after the reported absence and sooner if the circumstances give greater cause for concern

**Once child is found the Head of Pre-Prep will send an email alert to all staff to stand down the search or phone call as necessary.**

In the event of a child going missing outside the Pre-Prep the procedure should be as follows:

- As soon as a child goes missing a search will be started immediately
- Form Teacher or TA to remain in area from which child has gone missing
- A search should to be initiated of immediate area using other members of staff as appropriate, photograph of missing child should be circulated if available
- Check exits, common areas, toilet areas, outdoor area/equipment
- Staff at visit venue to be informed
- Head of Pre-Prep to be notified at School who will then inform the Headmistress's PA as soon as practical.
- Police to be contacted promptly after thorough search – with details of where you are/next of kin of child/description of child including age, sex, clothing. Circumstances of disappearance/length of time child has been missing/where they were last seen/who is looking for the child. Staff to continue search until advised otherwise by police
- Staff not involved in search to reassure remaining children and remain calm.
- Risk assessment to be updated by HOD should an incidence occur and the incident to be documented on incident form for H&S Officer

**Once child is found the Head of Pre-Prep will send an email alert to all staff to stand down the search or phone call as necessary.**

Uncollected Child Procedure from Pre-Prep

In the event that a child is not collected by an authorised adult at the end of a session/day, the Pre-Prep will put into practice agreed procedures. These will ensure the child is cared for by an experienced and qualified member of staff who is known to the child. We will ensure that the child receives a high standard of care in order to cause as little distress as possible. Parents/carers are aware of our procedures so that if they are unavoidably delayed they will be reassured that their child will be properly cared for.

Policy owner	TAH
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