



## Terrington Hall School: Missing Pupils

Missing Pupils

*Please read in conjunction with the Crisis Management Plan.*

Pupils may appear to be 'missing' for a number of reasons. The first impulse staff should have is to narrow down the possibilities. Has the pupil gone on an away match or an educational visit without having been recorded as such? Has the pupil been taken home by a parent, guardian, or another authorised person without signing out? If, having checked that the pupil is truly 'missing', rather than being absent due to an administrative error or lack of communication, there remain two further possibilities:

- First, that the child has been removed by an unauthorised person. In such a case the Headmaster or in his absence, the Deputy Head Pastoral must be informed immediately. They will then take appropriate action.
- Second, the pupil has *run away* - though this is an emotive phrase, as it includes pupils in a temporary sulk or who are upset - and he/she may well be found after the briefest of searches.

The following procedure should be followed:

1. **LISTEN** to the child telling you the details. Try to obtain corroboration from at least one other pupil, preferably a senior, and try to ascertain what clothes the child was wearing and whether he, or she, was carrying anything. Note down the time of the report.
2. **REPORT** the incident to the **HEADMASTER OR DEPUTY HEAD PASTORAL**. If neither are to be found try to find a Senior colleague to discuss the matter.
3. **ADOPT** the following procedure **only** if it seems entirely appropriate in the given circumstances.
4. **SEARCH** the school grounds and buildings thoroughly, often pupils think better of the idea and return via another route.
5. **INCREASE** the search area once you are satisfied that the absconder is not to be found on school grounds. After 10 minutes from the initial report telephone:
  - a. The **POLICE**;
  - b. The **PARENTS** or, guardians.
6. Leaving a member of staff at school to await the police/parents, **DRIVE** around Terrington, preferably with a colleague for 15 - 20 minutes, checking the access roads.
7. **RETURN** to school, by this time he/she may have returned or the police or parents will be present and able to advise.

Once the incident is concluded log it down clearly and concisely in the Accident and Significant Events Log Book. This is kept in the school office and is updated by the Headmaster's Secretary.