



# Brentwood School

## **SENIOR SCHOOL MISSING PUPIL PROCEDURE**

*This policy is applicable to all pupils in the Senior School, including Boarders.*

### **Procedure: Missing Day Pupils.**

A pupil may be identified as missing:

- After an absence at morning registration is not confirmed by contact with home;
- By comparing pupils in a class with the day's absence sheet/record on SIMS;
- On reconciliation with the afternoon registration;
- By a report of a missing child by a fellow pupil;
- By failing to attend an after school club or fixture having previously agreed to attend.

**Any member of staff discovering a discrepancy must take action immediately (within a timescale of 30 minutes) notify the Deputy Head (Pastoral) in person or by phone on extension 275 or 07718 629495) (if unavailable the School Reception on extension 289) who will:**

- Contact a relevant member of the pastoral staff (usually the Head of Year) who will make the necessary checks such as with the tutor/teacher and with the pupil's friends to assess whether the absence is expected and the Sanatorium to check for any known medical emergency;
- Check all lists of trips out of School and check the signing-out books at Reception.

**If the pupil is still missing, the member of the pastoral staff will immediately (and within a timescale of 30 minutes):**

- Inform the Deputy Head (Pastoral) and/or SLT members, who will initiate and oversee a search of the site;
- Coordinate and make the necessary search of the school grounds
- Advise all teachers due to teach or tutor the pupil later that day that they must immediately inform the office if the pupil appears.

If the site search fails:

- The Headmaster and parents will be informed (**within a maximum of two hours from first noticed as missing**), and, as necessary, a search of local roads will be made on foot, or by car, by available staff and parents as appropriate;
- On completion of this and any subsequent searches made over the day (over a period of the next two hours), parents will continue to be informed of progress and a log of decisions and actions taken maintained;
- If the child can still not be found, the member of the SLT managing the incident will inform the police (**within four hours from first noticed as missing**) and, if appropriate, Children's Social Care services. The Chairman of Governors will then be alerted;
- Arrangements will be made for dealing with media enquiries.

When the pupil is found, or the incident is otherwise resolved:

- The Headmaster and parents, will be directly informed by the member of the pastoral staff managing the incident;
- The Police and Children's Social Care will be informed if they have been involved
- The Headmaster will initiate a full inquiry, and require a written report
- This report and the incident log will be kept on the pupil's file.

#### **Procedure: Missing Boarders (during school day).**

During the school day, the procedure is the same as that for a missing day pupil, but includes:

- Contact the Boarding Housemaster (Hough House: Ext.209 Mill Hill: Ext 228)

#### **Procedure: Missing Boarders (out of school hours)**

A Boarder may be identified as missing if their whereabouts cannot be confirmed visually, from information provided by the pupil or other trustworthy pupils with regard to their movements, the sign-in book or telephone contact with them or their parent/guardian.

House Tutors discovering a discrepancy must:

- Notify the Boarding Housemaster **immediately**;
- Check the list of trips and activities out of School
- Open a Boarding Incident Report and keep precise records of actions/timings taken;
- Attempt to ascertain whereabouts from the boarder's friends;
- Attempt to contact the pupil on his/her mobile phone;
- Arrange a check of the School grounds;
- Contact staff who might previously have taught the pupil that day (if a weekday).

If a pupil is still missing (**within 30 minutes**), the Housemaster should:

- Inform the Deputy Head in charge of boarding and the Headmaster or, in their absence, another member of the SLT;
- The Housemaster will ask the Boarding Tutor to check for any known circumstances that might have led to the pupil being missing;
- Contact their parents/guardians (**within two hours of first noticed as missing**) (with due regard for time zones);
- Contact back-up duty staff, and request assistance as appropriate;
- If necessary, a search of local roads, shops, potential haunts etc. should be made on foot or by car where appropriate.

On completion of this and any subsequent searches made, the Headmaster and parents/guardians will continue to be informed of progress and a log of decisions and actions taken maintained. The Headmaster (or in his absence, the Deputy Head, Pastoral), will arrange for the Police to be informed (**within four hours of the pupil first being noticed as missing**) and will decide at what point it is appropriate to inform the Chairman of Governors and the Admissions Team to contact the UK Border Agency if required.

If the pupil is found, or the incident is otherwise resolved:

- The Headmaster, parents/guardians, Deputy Head in charge of boarding will be directly informed by the Boarding staff;
- The Police will be informed if they have been involved;
- The Headmaster or Boarding Housemaster will initiate a full inquiry and provide a written report. This report and the incident log will be kept on the pupil's file.

#### **After the Incident.**

- The senior member of staff involved will discuss sensitively with the child's parents the events surrounding the disappearance of the child;
- The Headmaster will ensure a full investigation is carried out, taking written statements from all the staff present at the time. This will include informing the Chairman of the Governors. The incident report will detail:
  1. The date and time of the report;
  2. What staff/children were in the group/class;
  3. When the child was last seen in the group/class/boarding house;
  4. What has taken place in the group/class/boarding house since then and the time it is estimated that the child went missing.
- A conclusion is drawn as to how any breach of security happened and, if appropriate, procedures (including risk assessments and training) may be improved.

#### **Kidnap Threat Response**

This could be for extortion of money, abduction by parents (often estranged), enforced marriage or for further criminal motives.

A student should be assumed to be kidnapped if circumstances clearly indicate the following:-

- Student seen forced into a motor vehicle;

- Call received by either a member of staff, student or family member from an unknown person declaring a kidnapping and demanding ransom;
- Declaration by a fellow pupil following an observation via social networking.

In the event that a threat of kidnap is suspected or confirmed of either a day pupil or boarder there should be a rapid escalation process to inform the Headmaster or Senior member of staff who will assume the role of 'Incident Officer'. The Police should be informed immediately using the trigger word 'KIDNAP' which will direct the operator to divert the call appropriately.

The School's Crisis Management Team should be convened as soon as possible.