

## Missing Child Policy

Last Revision Date	August 2017
Governors Lead	
This policy is Reviewed by	Deputy Head/Head of Boarding
Group	
ISI Reference	
<b>Next Review Date</b>	<b>August 2018</b>

Tick which category this document refers to:

ISI requirement to be made available	
ISI requirement to be on website	
Internal staff only	
Internal students only	
Internal staff and students	
Statutory requirement to have on website (non ISI)	

### Key Contacts:

<b>Headmaster</b>	Chris Calvey
<b>Deputy Head</b>	Julia Sutherland Ext. 231
<b>Head of Boarding</b>	Graham and Rachel Floyd Ext. 214
<b>Police</b>	999 if an emergency 101 if non urgent or 01273 470 101 <a href="mailto:101@sussex.pnn.police.uk">101@sussex.pnn.police.uk</a>
<b>Estates Manager</b>	Terry Chandler Ext. 226

### Day student Signing In / Signing Out procedure

All day students are registered with their form tutor/teacher at the start of the day (08.30) and after lunch (the exact time is dependent on the age of the child) (See attendance policy). This registration is done using the schools Management Information system (3Sys – WCBS)

Class/Subject teachers or Activity supervisors also carry out their own register at the start of each lesson to make sure all children are accounted for.

At the end of the day, all children are signed out. In the case of PrePrep and Juniors this is done by form teachers. In Middles parents sign out their children on forms in the dining room. Seniors sign themselves out on forms outside the library. If a child has not signed out, a member of staff on duty will check, that the child is not on the school premises; checking prep and any activities that are taking place. If the child is not found to be at school, parents will be phoned by the school office to make sure the child has been collected.

### **What To Do If You Suspect child is missing during the day**

If a child is missing from a lesson or activity, which a member of staff would expect them to attend, then the following action should be taken.

1. At the earliest opportunity the staff member should contact the school office to see if there is a reason for the absence.
  - a. This may be done by telephone
  - b. This may be done by a teaching assistant
  - c. In the case of the older children a note may be sent to the office stating who is missing
  - d. This may be done with the red card system if the absence is thought to be an emergency (this is likely to depend on the child missing and their particular circumstances)
2. The office will check with Matron, the Music and Drama departments and the Learning Support department as these may provide the answer to the absence.
3. If the child is still found to be missing then the Headmaster will be informed and a full search of the building and immediate grounds will take place. This will be done by any available staff.
4. If this does not yield results, the school fire alarm will be activated and the building evacuated so that a full head count can be carried out. In

the event of bad weather it may be necessary to congregate in the Sports Hall.

5. If the child is still not accounted for then the Headmaster will phone the child's parents and the Police while the search of the building and immediate grounds continues. At this point the students will either be held in a central location or return to normal lessons depending on circumstance.
6. Once the police have arrived on site all further action will be guided by them.
7. Once the child is found a decision will be made as to whether the child should remain in school or go home with parents. The Headmaster will be involved in this decision.

If the child is taken from the premises against their will the police would guide the school and the school will do all it can to assist and support the child and family.

If the child's absence was of their own making, the child will receive appropriate support and be given time to explain why they chose this course of action and what had caused it. This support could come from the Form Teacher/Tutor, Head of Section or Deputy Head, but may include other staff members or outside assistance such (as CAMHS) if required.

### **Recording the incident**

The Headmaster will ensure that a written record is kept of any incident stating action taken. The reason given for absence must be recorded and action will need to be taken in order to ensure that it does not happen again.

### **Footnote The Red Card system**

*Every classroom has a red card, which can be used in the event of an emergency. In such an emergency the card should be given to a student to take to the nearest adult or the school office. All cards are marked with the name of the room so that it is known where help is needed. When presented with the card the adult knows that immediate help is required.*

## **Boarding Signing In / Signing Out procedure**

Regular boarders are booked into boarding prior to the start of term with parents indicating which night/nights they would like their child to board. For 'occasional' boarders, parents are to give the boarding department at least 24 hours if they would like their child to board on a given night.

At the beginning of the school day, boarders bring their overnight bags up to the boarding house and then go to Form Rooms for morning registration. During registration they confirm their after-school commitments (e.g. prep, sporting activities) with their tutor and that they will be in tea/boarding. (Parents should have already informed the Form Tutor/Head of Boarding about these arrangements). The tutor adds this information to the school management information system (3Sys - WCBS). Boarders also sign-in for afternoon registration with the Form Tutors.

At the end of the school day (4.30pm), the whole-school sign out sheets indicate pupils' after-school commitments based on the information from morning registration. Pupils check these and make sure that the information is accurate (if not, pupils write in their commitments) before going off to their activities. A member of staff oversees pupils' movements to the various activities and staff taking the activities (including prep) conduct a register.

Boarding Staff have lists of which pupils should be at the different activities. At 6pm boarders arrive in the Dining Room for tea and are signed into boarding by Boarding Staff. Registers are also taken before 'lights out'. A register is conducted in the morning just before breakfast. Following breakfast, boarders go directly to their Form Rooms and are registered for the start of the school day. At the end of the day boarders will sign out using the whole-school sign out sheets before leaving the school premises (unless they are boarding for another night).

### **Friday Night 'Sleepovers'**

The procedure is as above, but with pupils signing out with boarding staff on Saturday morning from the Dining Room after breakfast.

### **Evening Care / Non-boarders**

For pupils who require non-boarding 'Evening Care', parents inform the Boarding Staff of the day(s)/times which care is required (giving at least 24 hours' notice). The signing-in/out procedure is as above except with pupils being signed out by the boarding team in the evening when their parents arrive to collect them.

### **What To Do If You Suspect a Boarder is missing**

If a child is missing from an activity, which a member of staff would expect them to attend, or is not in their dorm at designated bedtimes.

1. At the earliest opportunity check the fire register which is published and put outside the Assistant House parents flat.
2. If the above does not provide a satisfactory explanation, he or she should check with other relevant staff on duty.
3. If this does not yield results, the Head of Boarding will authorise a search and inform the Headmaster
4. If the search is unsuccessful and no clear clues are forthcoming, activating the school fire alarm to evacuate the building will be done to make sure all boarders are fully accounted for.
5. Once the boarding house is together, if the search is still unsuccessful the Head of Boarding will inform the police and the child's parents, while the search at the school continues. At this time all boarders will either be held in a central location or be allowed to return to their dorms – depending on circumstances.
6. Once the police have arrived on site all further action will be guided by them.
7. Once the child is found a decision will be made as to whether the child should remain in school or go home with parents. The Headmaster will be involved in this decision.

### **Recording the incident**

The Headmaster will ensure that a written record is kept of any incident stating action taken. The reason given for absence must be recorded and action will need to be taken in order to ensure that it does not happen again.