



MILTON ABBEY

MISSING PUPIL PROCEDURE

All pupils and staff should report all unexplained absences of any pupil to the missing pupil's Housemaster/Housemistress (HsM). An unexplained absence may arise when a pupil does not attend lessons, meals, is unaccounted for at bedtime or when the pupil's friends or classmates are unexpectedly unable to locate the pupil. In the case of absence following an exeat/Half Term break, the HsM should contact the parent/guardian to confirm that the pupil should be in school. As soon as a HsM/ Duty House staff becomes aware of an unexplained absence the following procedure will be followed:

- a) The Senior Deputy Headⁱ (SDH) will be informed and internal enquiries will be carried out. The SDH will speak to the pupil's friends and other members of staff to build a picture of the pupil's recent movements to help locate the pupil. Guidance on appropriate questions to ask is set out below. If appropriate, the SDH will arrange a search of the premises.
- b) If the pupil cannot be located within 15 minutes the SDH will report the absence to the Head who will decide whether or not the parents should be informed immediately. An all staff email will be sent asking for last known whereabouts. A campus search will be initiated by the SDH.
- c) If the pupil cannot be located within a further 60 minutes, the SDH will contact the Police to ascertain if the Police have any information on the pupil's location (for example, if the pupil has been involved in an accident). Local hospitals should be contacted to establish whether the pupil has been admitted.
- d) If these enquiries do not yield additional information about the pupil, the Police should be officially informed that the pupil is missing.
- e) If the pupil's parents have not been previously contacted, they should be informed that the pupil is missing. The School should discuss any further steps taken with them.
- f) If the Police take over responsibility for the search for the pupil, all relevant information about the pupil will be passed to them.

If the Head is not on site, he/she should be advised that the pupil is missing and kept updated.

Once the incident is resolved, a full written account of the incident must be produced by the HsM on the same day and sent to the SDH.

Once the incident is resolved, the Head and the staff team will review relevant policies, procedures and risk assessments and implement any necessary changes.

In all cases:

Questions to be asked:

- a) When was he/she last seen?
- b) Who was he/she with?
- c) Where might he/she have gone?
- d) Has he/she signed out?
- e) Is there a School activity that he/she might be on?
- f) Has he/she been ill or injured and gone to Matron or the Health Centre?
- g) What emotional state did he/she appear to be in?
- h) Has anything upset him/her recently?
- i) Did he/she speak to anyone about leaving?
- j) Who are his/her main friends at School?
- k) Does he/she have a mobile phone and what is the number?
- l) Does he/she have a special friend?
- m) Is there any reason to believe he/she might have been abducted? (e.g. family custody dispute; very wealthy/prominent parents.)

Other action to consider taking

- Check that he/she is not in the Health Centre.
- Check his/her room for indications of how he/she is dressed, where he/she might have gone.
- Check his/her desk and waste paper bins for scribbled notes.
- Ring his/her mobile (if he/she has one).

Police response:

The Police treat all missing person reports as serious. Each risk is assessed and the following are trigger factors to be considered:

- Boy/Girl in an emotional or depressed state of mind;
- Unusual behaviour prior to disappearance;
- Boy/Girl needs essential medicine or treatment;
- Suspicion of abduction;
- Suspicion of self-harm/suicide;
- Involvement in a violent confrontation prior to disappearance;

- Previously disappeared and suffered or was exposed to harm whilst missing.

Record keeping:

The School will keep a full written record of any incident of a missing pupil including:

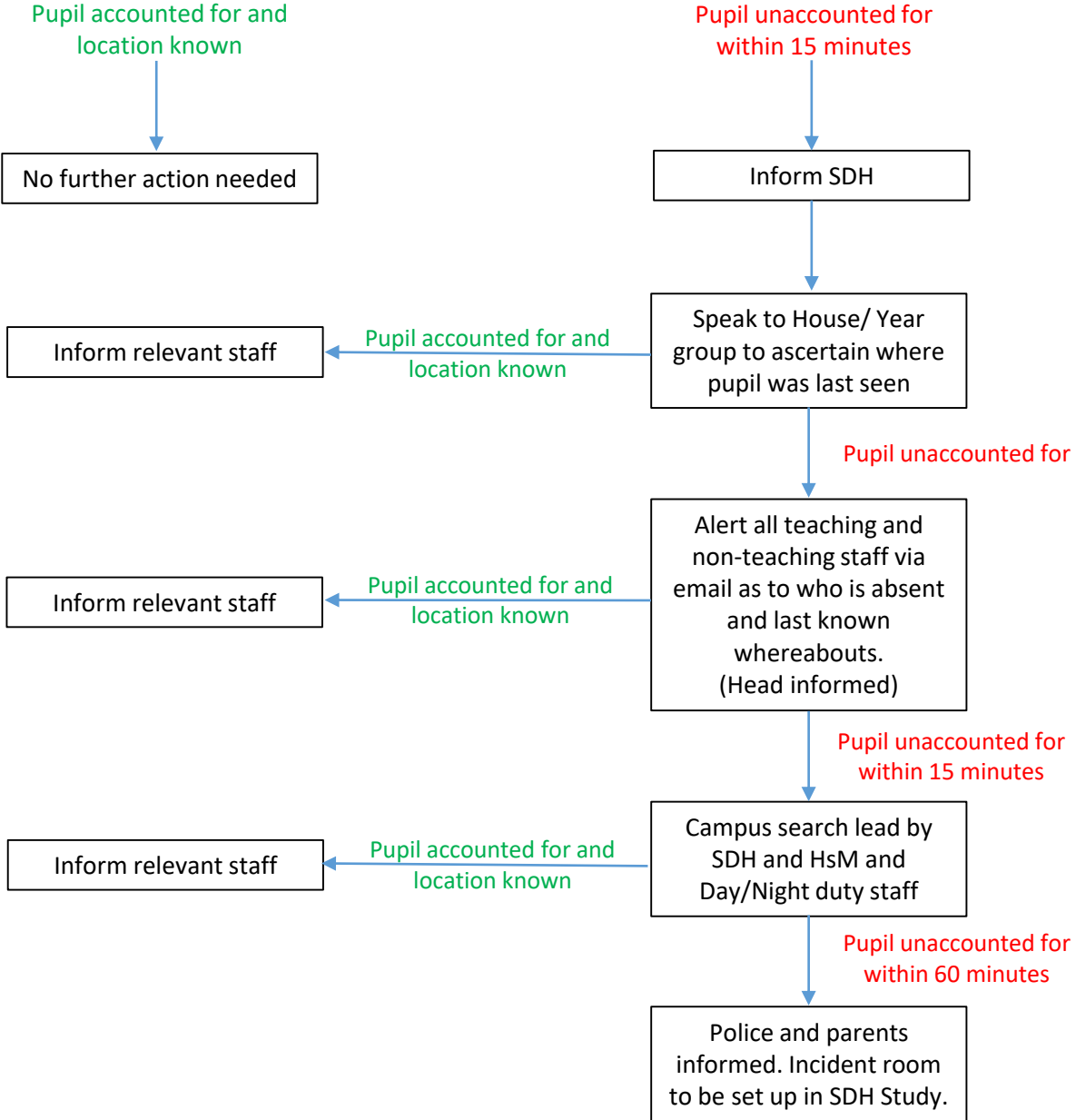
- the pupil's name
- relevant dates and times (e.g. when it was first noticed that the boarder was missing)
- the action taken to find the pupil
- whether the Police or Social Services were involved
- outcome or resolution of the incident
- any reasons given by the pupil for being missing
- any concerns or complaints about the handling of the incident
- a record of the staff involved

A full written record of the incident will be kept on the pupil's file.

ⁱ In the absence of the Senior Deputy Head this responsibility will fall to the duty member of the Senior Leadership Team

Procedure for Following Up Unauthorised Absence

Send email to House Team, Health Centre & Reception



When phoning the Police, have the following information to hand:

- 1) What time did the child go missing
- 2) What is the child's mobile phone number
- 3) Did the child have access to transport
- 4) Did the child have access to money
- 5) Give a visual description, including clothing etc