



TAVERHAM HALL Preparatory School

Policy and procedure for dealing with pupils missing from class.

(This document does not cover normal absences through illness etc which are covered elsewhere.)

Colleagues should always be aware of which children should be in a lesson so that absences are discovered at the start of each lesson. In some circumstances, it may be possible to obtain a credible explanation for a child's absence from the lesson from their classmates; colleagues should use their judgement to decide what is credible, based on knowledge of the child in question and on experience. In the event that the absence remains unexplained, however, the following procedure, in the following order, must be followed. In each case, wait for an outcome before proceeding to the next step.

1. Send messages (via a runner, if necessary) to the school office, the Director of Music, the Learning Support teacher, the grounds staff and the Matrons.
2. Send a message to the child's tutor.
3. Send an urgent request for assistance from the Deputy Headmaster, Director of Studies or another senior member of staff.
4. Call together the child's peers and ask whether they have any information as to where they might be.
5. The member of staff responsible for child protection must be informed (if s/he is not already alerted) in case there are issues to be taken into consideration.
6. If the whereabouts of a child have not been determined at this stage, the senior member of staff present will organise a search of the site, including the woods and pavilion area. Those likely to be participating in the search are: grounds' and bursarial staff, Matron, senior members of staff who are free, any colleague who happens to be in the staff common room. Thereafter, the following steps must be taken:
7. A senior member of staff should telephone the child's parents to inform them of the situation and to ascertain:
 - whether the child is at home;
 - whether the parent knows of any reason why the child might have absconded;
 - whether the parent has any idea where the child might choose to go.
8. Extend the search to surrounding roads by car.
Advice from the police, is that at the point where parents are contacted, the parents should be asked whether they wish the police to be notified.

Policy and procedure for dealing with pupils missing during boarding hours.

Residential Staff and the Member of Staff on Duty should always be aware of which children are on site and the collection times of those being collected after the normal school day.

Regular registration of pupils ensures that a missing child will be noted quickly.

Boarders are aware of the need to inform the duty staff if they decide to change their stated location.

In the event that an absence remains unexplained, the following procedure, in the following order, must be followed. In each case, wait for an outcome before proceeding to the next step.

1. Check with all duty staff for likely locations e.g. known late ending time for certain hobbies.
2. Call together the child's peers and ask whether they have any information as to where they might be.
3. Ring the School Bell so that all the boarders congregate in the Dining Hall – the missing child may then appear.
4. Send an urgent request for assistance from the Headmaster or Deputy if the Head is not on site.
5. The member of staff responsible for child protection must be informed (if s/he is not already alerted) in case there are issues to be taken into consideration.
6. If the whereabouts of a child have not been determined at this stage, the senior member of staff present will organise a search of the site, including the woods and pavilion area. Those likely to be participating in the search are: Member of Staff on duty; Matrons; Gap Students, any colleague who happens to be in school, other resident family members if required.

Thereafter, the following steps must be taken:

7. A senior member of staff should telephone the child's parents to inform them of the situation and to ascertain:
 - whether the child is at home;
 - whether the parent knows of any reason why the child might have absconded;
 - whether the parent has any idea where the child might choose to go.
8. Extend the search to surrounding roads by car.
Advice from the police, is that at the point where parents are contacted, the parents should be asked whether they wish the police to be notified.

Reviewed January 2011