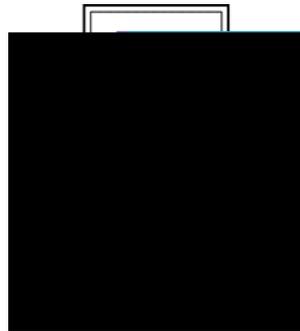


Missing Pupil Policy



Policy Author:

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Rebecca Moore, Senior Deputy Head
(Prep), and Jo Cole, Head (Pre-Prep)**

Date Reviewed:

September 2023

Next Review:

September 2024

CATERHAM SCHOOL ETHOS AND AIMS

This policy applies to all members of our school community, including boarders and those in our EYFS setting. Caterham School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

Caterham School seeks to implement this policy through adherence to the procedures set out in the rest of this document. In line with 011074oi2-20.ov204(his901.9ion099(Info(oi2)2.995(m) /R906

Procedure for Missing Day Pupils (Senior School)

A pupil may be identified as missing:

After an absence at morning registration is not confirmed by the office staff's contact with home.

By comparing pupils in a class with the day's absence sheet.

On reconciliation with the afternoon registration.

By a report of a missing child by a fellow pupil.

Any member of staff discovering a discrepancy must immediately notify the School Secretary who will:

Contact and make the necessary check such as the tutor/teacher to assess whether

x

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.

Staff discovering a discrepancy must:

- Notify the Boarding Housemaster or Housemistress, and/or the duty boarding staff member and Deputy Head (Pastoral and Wellbeing)**
- Attempt to ascertain whereabouts from 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).**
- Check the list of trips and activities out of School.**

If a pupil is still missing, the staff should:

- Inform the Deputy Head (Pastoral and Wellbeing) and the Headmaster, or in his absence the Principal Deputy Head.**
- Notify the Boarding Tutor and check for any known circumstances that might have led to the pupil being missing.**
- Contact their parents/guardians (with due regard for time zones).**
- Contact back-up duty staff, and request assistance as appropriate, including the ground staff (Head Groundsman 07973 238234) or caretaking team (Facilities Manager 07377 658083/01883 330859)**
- The fire alarm may be sounded so that a full register of those on site can be made. If this step is taken, the fire alarm monitoring service should be informed ahead of an alarm being sounded.**
- 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. The Headmaster or in his absence, the Principal Deputy Head, will arrange for the Police to be informed.

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

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 the breach of security happened and, if appropriate, procedures (including risk assessments and training) may be updated.

Preparatory School (Shirley Goss and Mottrams)
Procedure

A pupil may be identified as missing:

At Mottrams, search:

Ground floor including kitchens and toilets.

First floor including toilets and reading room

Second floor including back staircase and staff room.

Tarmac area to rear of Mottrams, playgrounds, sheds.

Mottrams' field, immediate area of woodland.

Car park, slip road.

Cellars.

Path between Mottrams and Shirley Goss.

Step 4. Notify Headmaster and search:

Bridleway to Viewpoint

Harestone Valley Road

(use cars if necessary) If still not found after 10 minutes:

Call parents

Call police 999

After the Incident

The Senior member of staff involved will sensitively discuss with the child's parents the