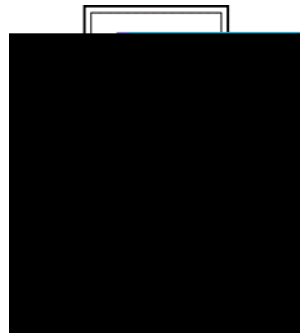


# Missing Pupil Policy



**Policy Author:**

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

**Date Reviewed:**

**September 2024**

**Next Review:**

**September 2025**

**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**

### **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 the absence is expected, the Health Centre 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 found to be missing, the School Office will immediately:**

**Inform the Deputy Head and/or SMT members, who will initiate and oversee a search of the site.**

**Coordinate and make the necessary search over 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 fire alarm may be sounded so that a full register can be taken. The fire alarm monitoring service should be informed ahead of an alarm being sounded.**

**The Headmaster and parents will be informed, and in some cases a search of local roads will be made on foot, or by car, by available staff and parents as appropriate.**

**This may include the ground staff (Head Groundsman 07973 238234) or caretaking team (Facilities Manager 07377 658083/01883 330859)**

**On completion of this and any subsequent searches made over the day parents will continue to be informed of progress.**

**At his discretion, the Headmaster will arrange for the police to be informed.**

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

**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.**

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:

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.

**Step 1.** Try to establish why the child may be absent. Check the absence list on CHIP then check with children in the class:

Was the child in the last lesson?

Is the child in the toilet? Send a pupil to check.

Is the child at an individual lesson e.g. musical instrument?

Was the child sent to the office unwell?

Do they know where the child may be? If not:

**Step 2.** Contact the Office to check:

Is the pupil in the Health Centre? (call 250 or 07930 177 837)

Is the child in the Senior School Music Centre, Sports Centre or Drama Studio?

Is the child at Mottrams (if usually at Shirley Goss)?

Is the pupil temporarily absent? (dentist etc)

If not:

Check with Form teacher/Tutor on movements when last seen.

**Step 3.** Notify Senior Deputy Head (Shirley Goss) or Head of Pre-Prep (Mottrams)

Use any available staff to assist with search.

One member of staff should stay in the office to co-ordinate.

All other staff take mobiles or walkie-talkie and search.

**At Shirley Goss, search:**

Main building, Soderberg Hall, Y4 and Y6 block including toilets.

Ground floor including changing rooms.

Playgrounds including shed, area behind the hall, Titch Pitch, Pavilion and Pavilion field, car park.

**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 events surrounding the disappearance of the child.**

**The Head of Preparatory School or Headmaster will carry out a full investigation taking written statements from all the staff present at the time.**

**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 the breach of security happened and, if appropriate, procedures (including risk assessments and training) may be updated.**  
**OFSTED is informed in the case of an incident of a missing EYFS pupil.**