



BOARDING PROCEDURE FOR MISSING PERSON

(Relevant to National Minimum Standard 15)

In the unusual event of a missing child from the boarding community, the following procedures should be worked through. It may be that the first time it becomes apparent that a boarder is missing is when signing in/out lists are checked, during or shortly after roll calls, in prep, bedtimes or when another boarder raises the alarm.

Depending on the context, age and vulnerability and maturity of an individual, and the time of day and weather, it might be felt that a short time window beyond curfew time could be observed before the following procedure is carried out.

1. Talk to and listen to the other children to ascertain whether they know where the missing child is, or have any knowledge of a problem between peers, with staff in school or with family or friends.
2. Check signing out book, meeting register, activity lists.
3. Call the child's mobile phone (lists of current numbers held in house offices).
4. Ask peer group to try calling the child's mobile phone.
5. Check with other houses and resident staff.
6. Call for the help of Prefects e.g. for the counselling of pupils who may be upset, to help the other member of staff on duty with the smooth running of the house, to assist with looking for the missing person on site and immediate area town, train station.
7. Establish where and when the child was last seen (a) by peers (b) by adults. Establish what they were last seen wearing, whether they have taken any luggage, clothes etc.
8. Call other Boarding House office phones and/or mobiles to ask if the child has visited their House
9. Initiate a search of Boarding House, prep rooms, other accessible areas of school & grounds.
10. If feasible, drive into Harpenden to extend search of child beyond school site including High Street, Carlton Road, Station Road, train station.
11. Discuss with medical staff whether they are taking or require any medication e.g Inhalers etc.
12. When there is reason to believe that the child is at significant risk: Ring parents, explain the situation and tell them what we have done and what we are going to do next.
13. Ring the Director of Boarding or other senior person responsible as appropriate.
14. Ring the Police giving all details.
15. Make a written report with details of actions taken, timings etc.
16. Keep parents and others informed as information comes through and continue to keep detailed notes.
17. Inform day school Head of House as and when applicable.
18. Following recovery of the student concerned consider:
 - follow up pastoral action;
 - follow up disciplinary action;
 - review of procedures and staff action;
19. log the event.

<i>First drafted by</i>	<i>Paddy Storrie, Deputy Head</i>	<i>September 2015</i>
<i>Reviewed by</i>	<i>Jon Timmins, Director of Boarding</i>	<i>November 2019</i>
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