

## **BOY WHO HAS (OR SEEMS TO HAVE) GONE MISSING POLICY**

This Policy should be read in conjunction with the policies listed below:

- The Safeguarding Policy
- The Attendance Policy
- The Pupil Supervision Policy
- Mobile Phone Use Policy
- Trips and Educational Visits Policy
- Pastoral and Tutor Handbook
- Emergency Procedures
- Fire Safety Policy
- Pastoral Care Policy
- Privacy Notice for Boys
- UK Visas and Immigration Policy

**For a day boy who is absent from School at the morning registration session without explanation, the School Reception should contact the parents in the first instance to establish the whereabouts of the boy. For unexplained absences at the afternoon registration session, the Housemaster will make contact with the parents.**

**Any unauthorised absence from a lesson must be reported to the Housemaster as soon as possible.**

For a boy actually to “go missing” is a very rare occurrence indeed and in these situations the Housemaster's first responsibility to the parents is to safeguard and promote the welfare of their sons. This is, therefore, a critical issue. Housemasters must consider the options and it is a matter of judgement when these are exercised. The most worrying time is late evening or if the boy has disappeared overnight and is not in breakfast. Given the rarity of such an event and the potential for significant harm to occur to a student who has gone missing it is expected that a Housemaster will deal with any uncharacteristic or unexplained absence as a priority, likely involving discussion with Deputy Head Pastoral or Second Master or Headmaster.

**Step One:** Informal checks and contact:

- The House should be checked, including the House sign out sheets. The Housemaster should check whether the boy is on a School fixture or trip, at the gym or a drama rehearsal etc.
- If that proves negative, the Housemaster should attempt to contact the missing boy on his mobile device. The mobile numbers of the boys are held on the School database to which all staff have access via Firefly.
- If that fails, it may be because the boy had not have informed the School of a change to his mobile number so the Housemaster should ascertain from his friends whether they know his most up-to-date number and also whether they know the whereabouts of the missing boy.
- Where present, Boarding Housemasters can check the CCTV camera footage from their house to see if they can locate the boy leaving the house. This should be the case if the Paxton door egress alarm has been triggered overnight.

- The degree of concern will vary a little with the age of the boy, the time of day, the time of year and weather, and the time elapsed from when he was last seen but it is important that the Housemaster seeks to identify his whereabouts.

**Step Two:** When the Housemaster, after all informal checks, believes that a boy has gone missing, the following must happen immediately:

- The Deputy Head Pastoral, Second Master and the Headmaster must be informed;  
The Deputy Head Pastoral, Second Master and the Headmaster can at this point instruct Porters to search likely areas of the School, depending on the time of day and the boy, and/or check School CCTV footage to try and locate the boy.
- The boy's parents must be notified and to check that the boy is not at home;  
Parents might also be able to check the locations of the boys' phone through an App like 'Find my phone'.
- In conjunction with the Second Master/Deputy Head Pastoral/Headmaster and the boy's parents, the boy should be listed as a 'missing person' with the police who will advise the School on any subsequent actions.
- As a Home Office sponsor we are duty-bound to report unauthorised absences of sponsored students of 10 consecutive days and may withdraw sponsorship prior to this if we have reason to believe the student has stopped attending school. We are duty-bound to report any relevant changes to circumstances of our sponsored students that may affect their student status

It is important that at each stage the staff involved record the actions and decisions taken, so that a formal written record of the episode is kept.