



14b Missing Boys Policy

Policy and procedure for dealing with boys missing from class

Review cycle:	Every year (School), Every 3 years (G)
Review by:	SMT, G(H&S), G(Board)
Last SMT Approval	Autumn 2020
Next SMT Approval	Autumn 2023
Last Governor Approval	Spring 2019
Next Governor Approval	Spring 2022

Policies linked to:

- EYFS Policies
- Behaviour Policy
- Safeguarding and Child Protection Policy

This document also appears on:

- School Website
- Staff Intranet

THIS POLICY ALSO APPLIES TO EARLY YEARS

(This document does not cover normal absences through illness etc which are covered elsewhere. This policy covers all sections of The Beacon, including the EYFS, as appropriate.)

Colleagues should always be aware of which boys 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 boy's absence from the lesson from his classmates; colleagues should use their judgement to decide what is credible, based on knowledge of the boy in question and on experience. In the event that the absence remains unexplained or if the staff member is at all uncertain 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. Check Absentee list on Daily Beacon
2. Check Pupil's timetable on ISAMS
3. Send messages (via a runner, if necessary) to the school office, the Music Department, the Learning Support Centre, the Medical Centre and/or the School Counsellor.
4. Send a message to the boy's tutor.
5. Send a message via email to "All Staff". (send email to self and BCC in 'All Staff')
6. Send an urgent request for assistance from Senior Master or another senior member of staff.
7. Call together the boy's peers and ask whether they have any information as to where he might be.
8. The DSL or one of the ASLs must be informed (if s/he is not already alerted) in case there are issues to be taken into consideration.
9. If the whereabouts of a boy have not been determined at this stage, the senior member of staff present will organise a search of the site including Willsfield as well as having the CCTV footage available reviewed. Those likely to be participating in the search are: grounds' and bursarial staff, Medical team, School Counsellor, members of staff who are free. Thereafter, the following steps must be taken:
10. A senior member of staff should telephone the boy's parents or nominated emergency contacts if parents are not available, to inform them of the situation and to ascertain:
 - whether the boy is at home;
 - whether the parent knows of any reason why the boy might have absconded;
 - whether the parent has any idea where the boy might choose to go.
11. Extend the search to surrounding roads by car.

Advice from the police (Schools' Liaison Officer) is that at the point where parents are contacted, the parents should be asked whether they wish the police to be notified.