



SHEBBEAR COLLEGE

MISSING PUPIL POLICY

Whole School Policy

Reviewed and Updated: 30th October 2023 by M Foale and E Southern

Reviewed by SLT: 8th November 2023

Next Review: November 2024

Policy Review at Shebbear College

The SLT acknowledge their responsibility to ensure that this policy is effective and follows regulatory requirements. The SLT and Governors undertake a regular review (at least annually) to satisfy themselves that the implementation of this policy is effective.

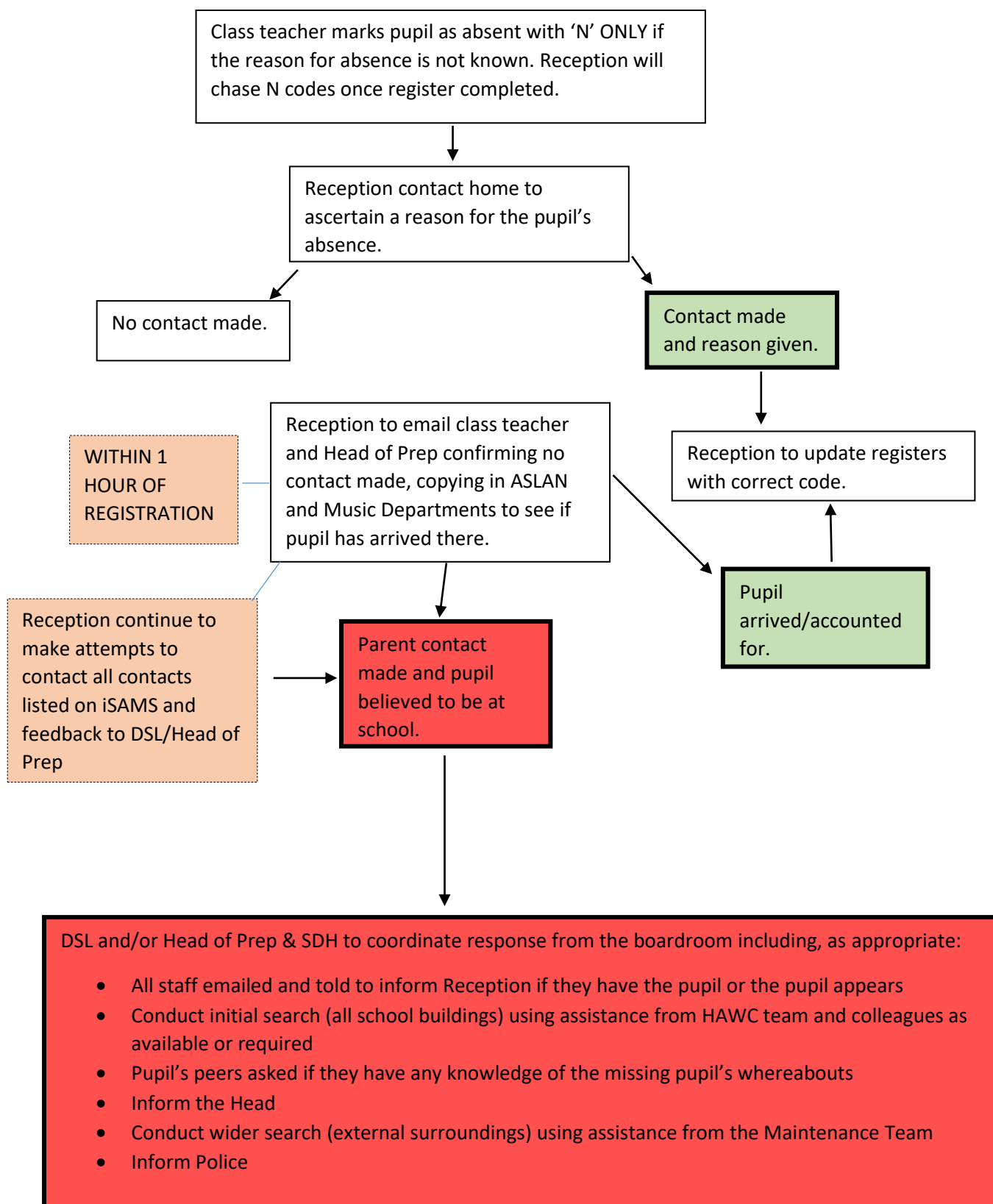
PREP SCHOOL

A Prep School pupil may be identified as “missing” in a number of different circumstances. These include the following situations:

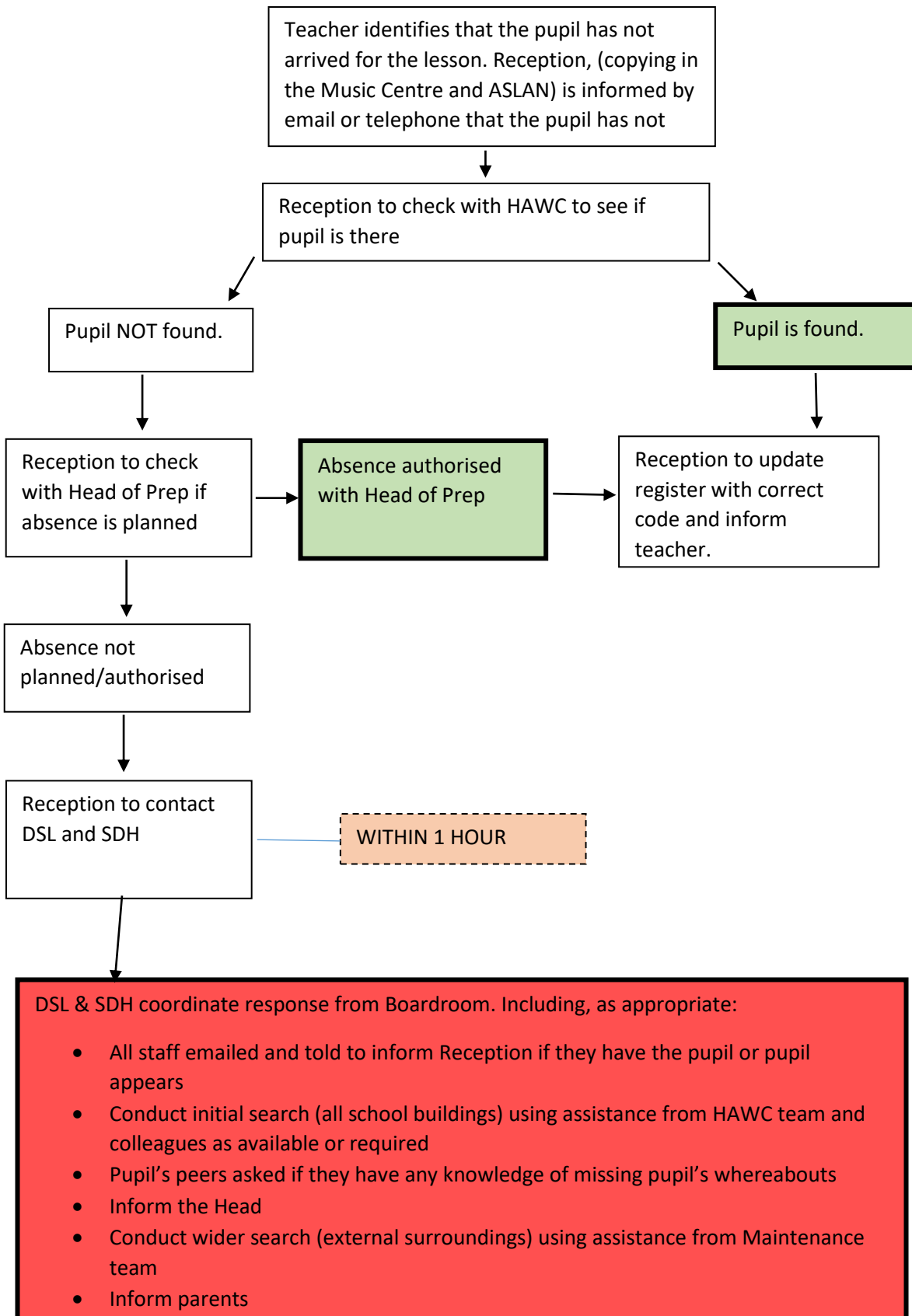
1. Failing to arrive at school for AM or PM registration as expected;
2. Failing to turn up to a lesson or activity during the school day as expected;
3. Failing to turn up to a boarding activity or roll call as expected;
4. Failing to turn up to a roll call or at an agreed meeting point when on a school trip as expected.

When a pupil is identified as “missing” the procedures outlined within the following flow charts should be followed.

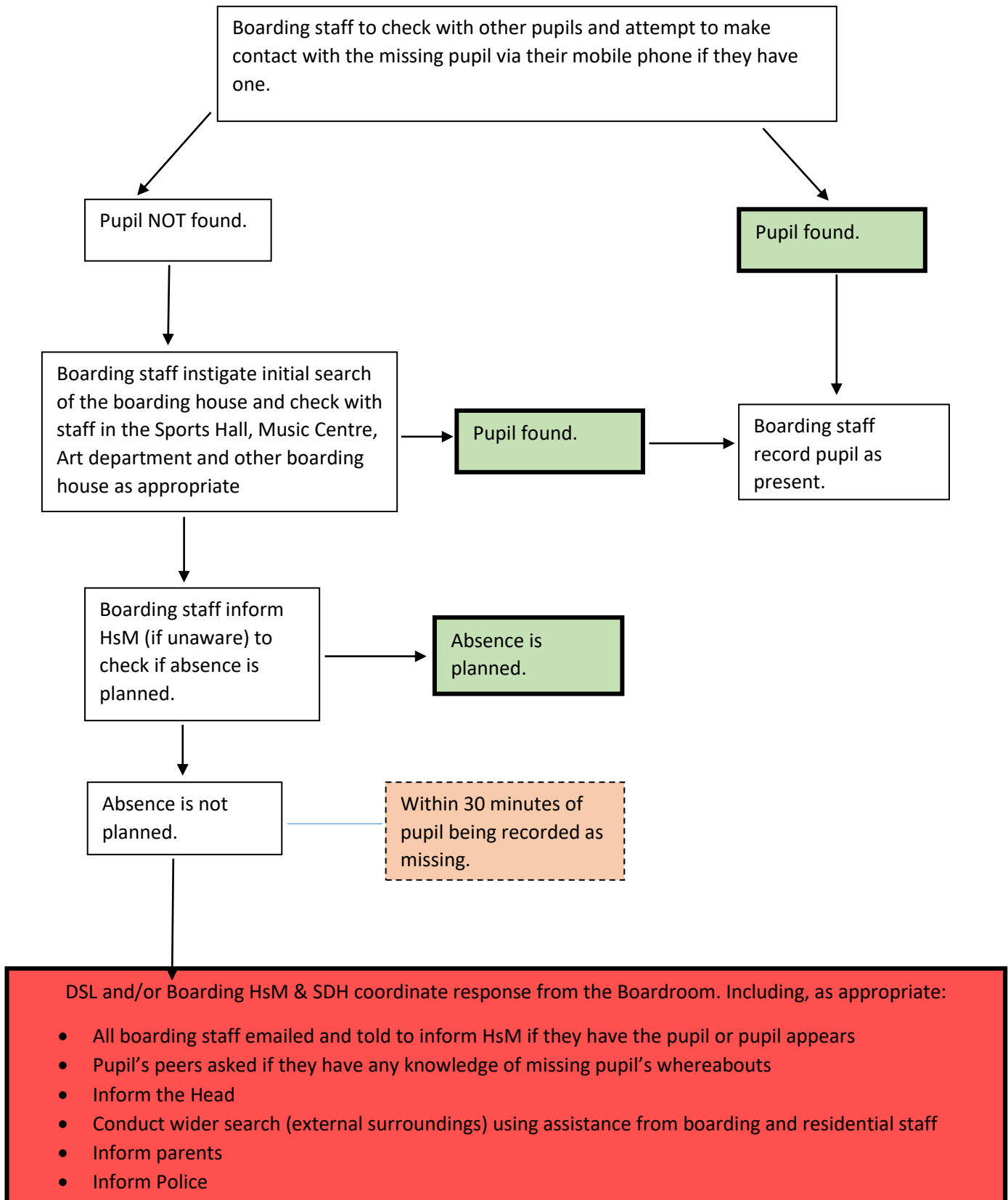
1. Failing to arrive at school for AM or PM registration as expected



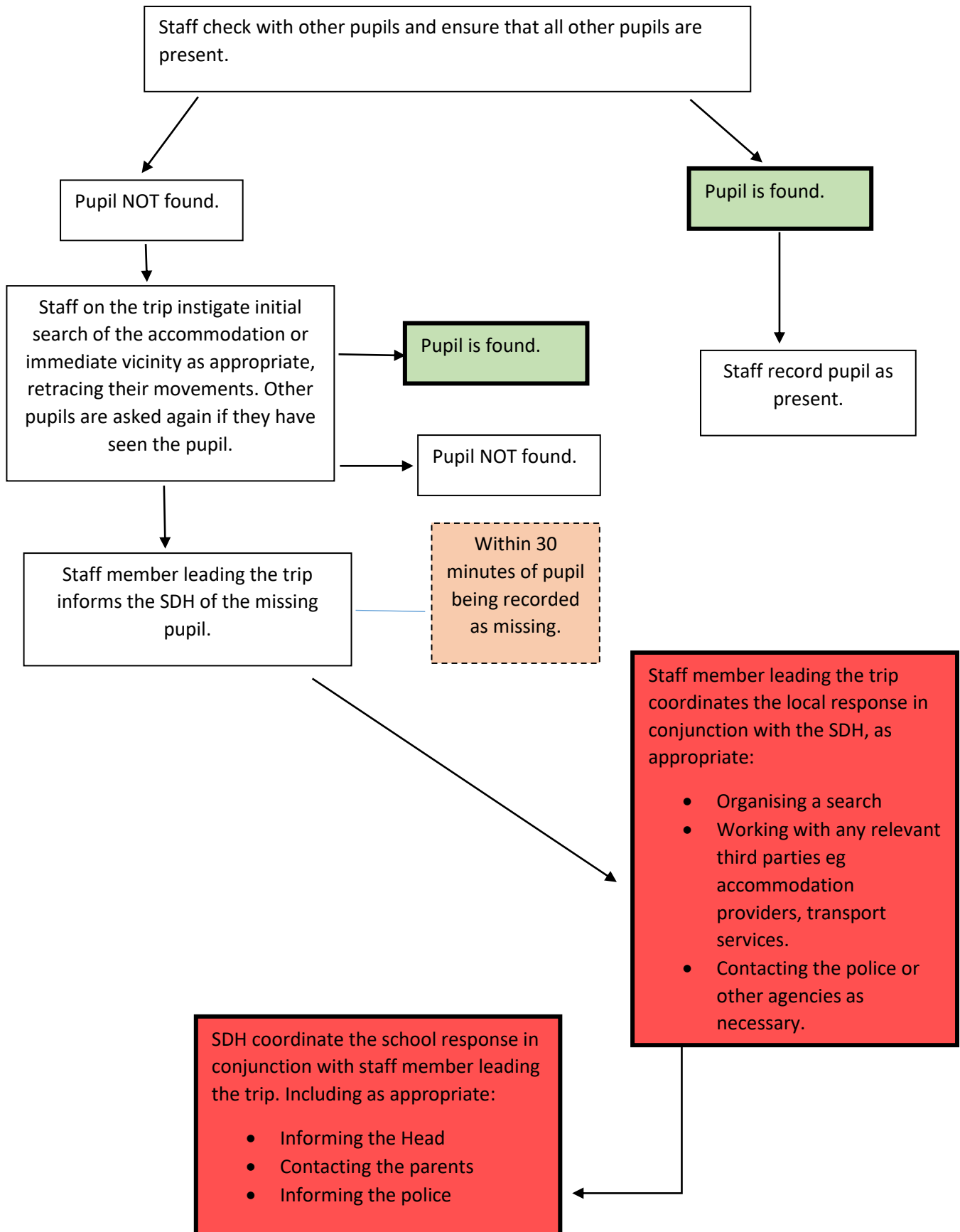
2. Failing to turn up to a lesson or activity during the school day as expected



3. Prep School boarder failing to turn up to a boarding activity or roll call as expected



4. Failing to turn up to a roll call or at an agreed meeting point when on a school trip as expected.



SENIOR SCHOOL

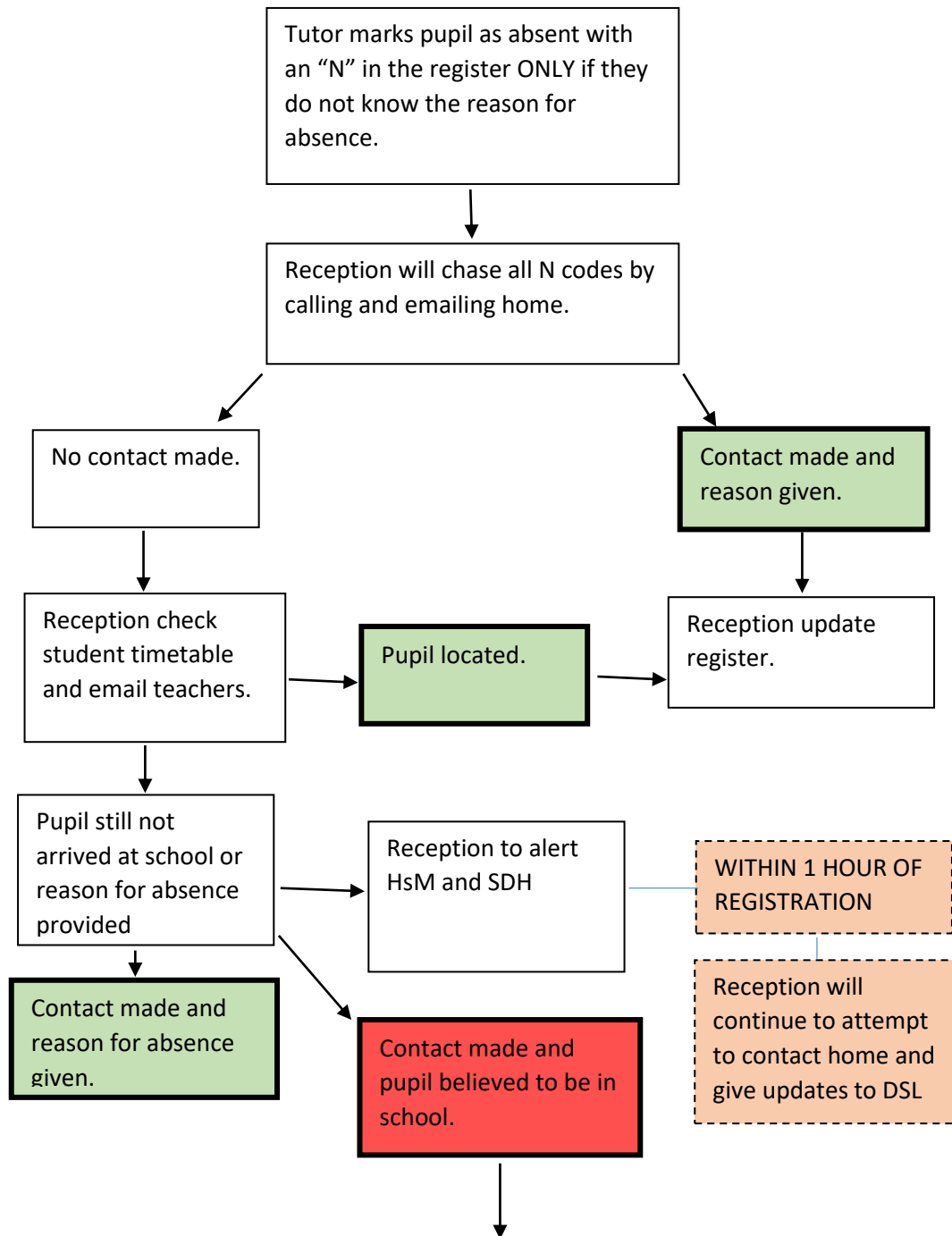
Rationale

A Senior School pupil may be identified as “missing” in a number of different circumstances. These include the following situations:

1. Failing to arrive at school for AM or PM registration as expected;
2. Failing to turn up to a lesson or activity during the school day as expected;
3. Failing to turn up to a boarding activity or roll call as expected;
4. Failing to turn up to a roll call or at an agreed meeting point when on a school trip as expected.

When a pupil is identified as “missing” the procedures outlined within the following flow charts should be followed.

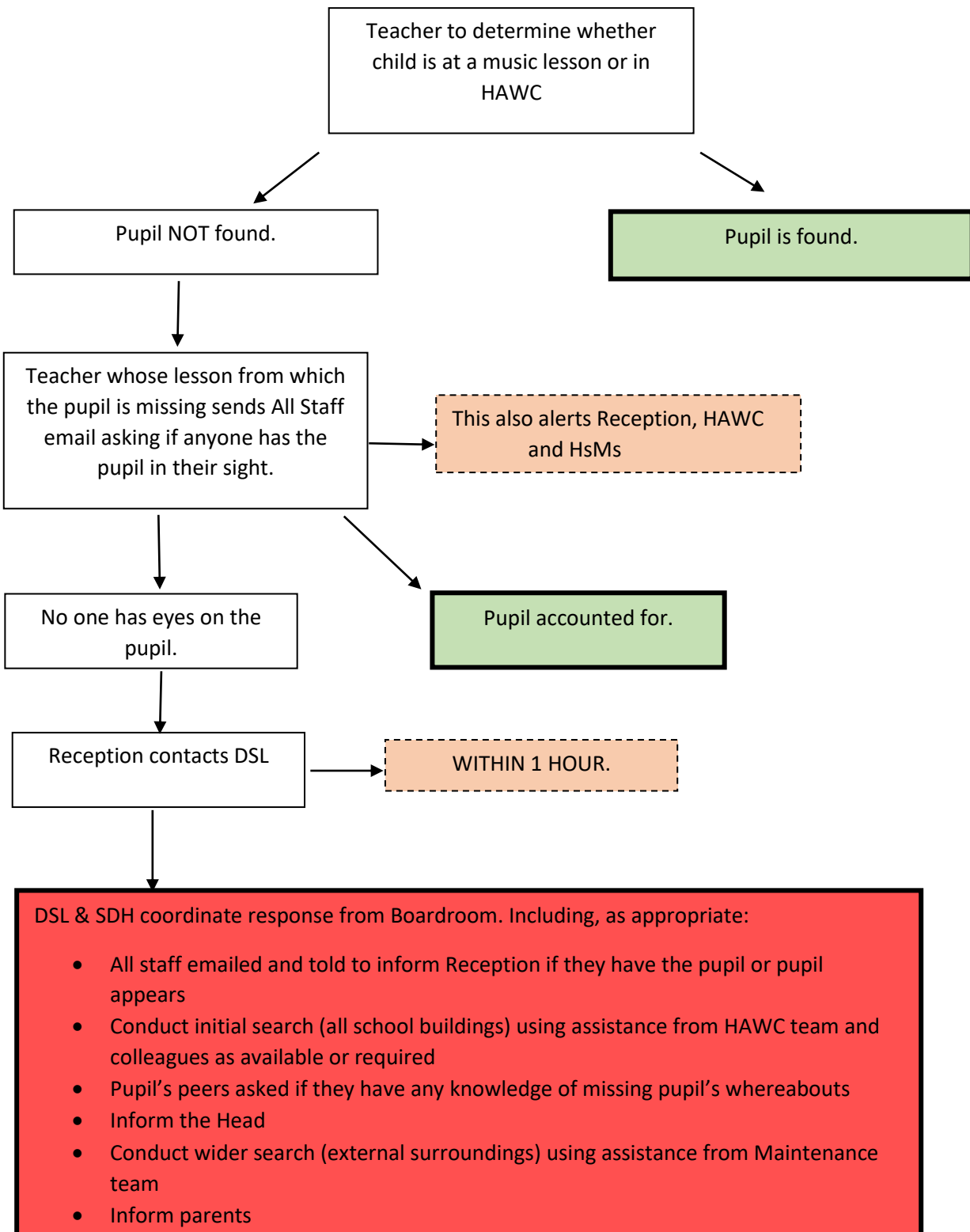
1. Failing to arrive at school for AM or PM registration as expected



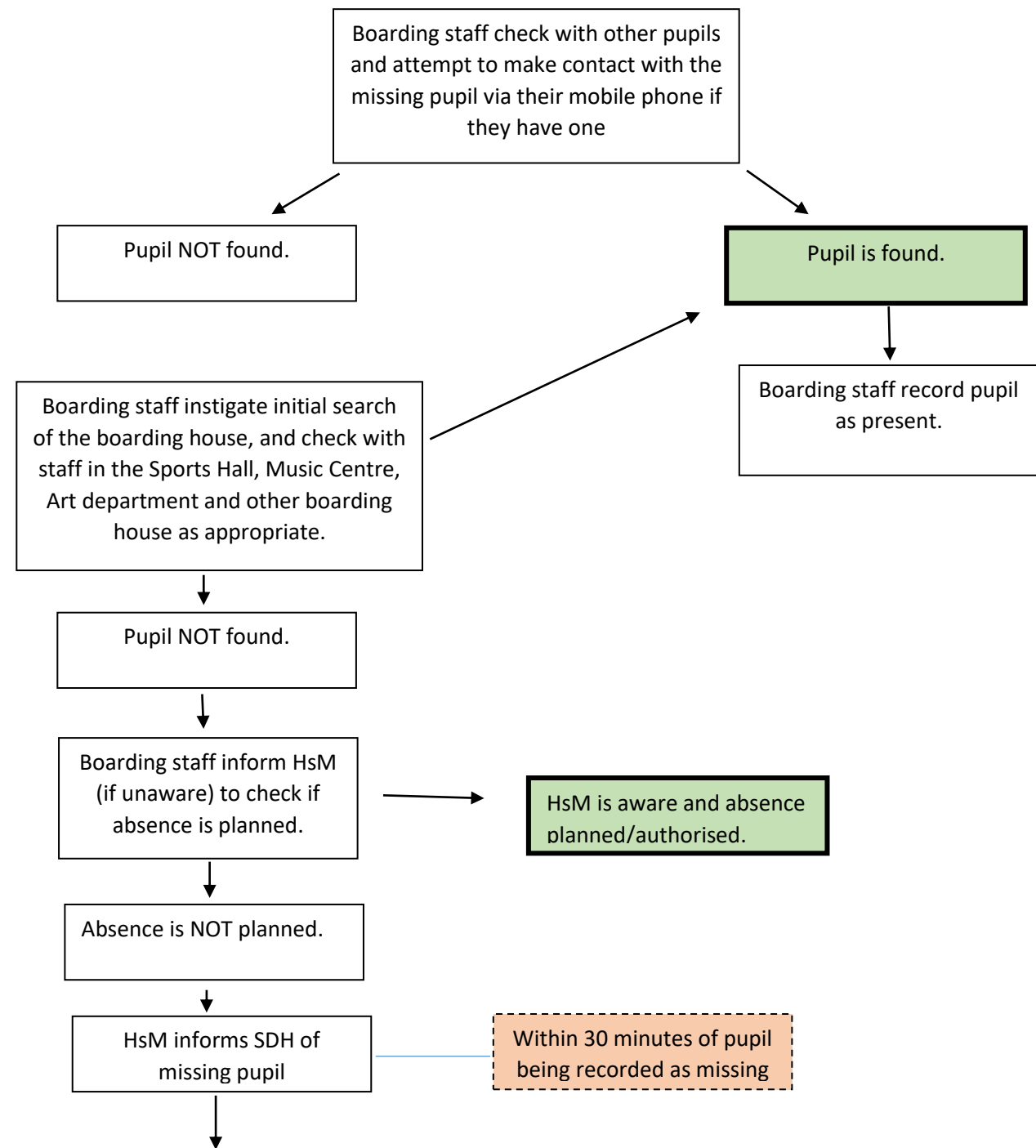
DSL & SDH coordinate response from Boardroom. Including, as appropriate:

- All staff emailed and told to inform Reception if they have the pupil or pupil appears
- Conduct initial search (all school buildings) using assistance from HAWC team and colleagues as available or required
- Pupil's peers asked if they have any knowledge of missing pupil's whereabouts
- Inform the Head
- Conduct wider search (external surroundings) using assistance from Maintenance team
- Inform parents

2. Failing to turn up to a lesson or activity during the school day as expected



3 Boarder failing to turn up to a boarding activity or roll call as expected



DSL and/or Boarding HsM & SDH coordinate response from the Boardroom. Including, as appropriate:

- All boarding staff emailed and told to inform HsM if they have the pupil or pupil appears
- Pupil's peers asked if they have any knowledge of missing pupil's whereabouts
- Inform the Head
- Conduct wider search (external surroundings) using assistance from boarding and residential staff
- Inform parents
- Inform Police

4. Failing to turn up to a roll call or at an agreed meeting point when on a school trip as expected.

