



RADLEY

Missing Children Policy

November 2023

Missing Children

The timings given in the document are for guidance. Exact timings may vary depending of day of the week, time of day, age of pupil.

All boys must be clear that they should be back in Socials by 10.15 pm

In the case of a pupil missing at roll call, the following actions should be taken:

*The following checks will be made immediately and completed within the first **15 minutes** of the pupil being missing:*

1. Check the **Schoolbase Registration** and **Absences** page on SharePoint to see if he is away for any other legitimate reason or trip.

Check with the **Signing Out** book **Form master**, **Medical Centre** and perhaps the Chaplain that he is not with them.

Make absolutely certain that he has not gone on a Privi (Saturday night only) or any family occasion and check emails and answerphone messages.

2. Ring his mobile phone. If there is no response ask one of his year to ring him from their mobile.

If he has friends in another Social, ring the Tutor and get him to ask his friends if they know his whereabouts or to see if he is there.

3. Check with his peer-group whether he is on an outing or similar and has failed to say anything in advance. If boys say that he is, ring another Tutor with boys on the same trip to confirm the outing and ring the don in charge.

If the boy has still not appeared, return to his peer-group and stress the seriousness of the situation (Police, parents, the Warden etc. needing to be informed).

4. Leave large messages for him on his door, bed etc. to say that he must report to you immediately he gets back, whatever the time. Ring his mobile again.

*If the pupil has not been located within first **45 minutes** (or earlier, depending on time of day) of the pupil being missing.*

5. If there is no response, ring the Sub-Warden who will inform the Warden. If the Sub-Warden is unavailable, ring the Warden direct. If neither available, ring a Senior Master.
6. Agree with the member of SMT an approach which will include ringing the boy's parents to find out if they know where he is and outlining what the next steps will be.

*If the pupil has not been located within first **75 minutes** (or earlier, depending on time of day) of the pupil being missing.*

7. Informing the Police (and possibly the Transport Police) will be the next step. The Sub-Warden or a member of SMT will take this responsibility for doing this.

If a boy cannot be found or accounted for during the morning or disappears during the day, the same enquiries as above should be made: ask everyone who might have any knowledge of his

whereabouts, look at the absences folder online, check with the Medical Centre and/or Music School; if these draw a blank, then follow the above procedures

Pupil Missing from School

The college has a responsibility in accordance with [Children Missing Education \(CME\)- Statutory guidance for local authorities](#). (Sept 2016)

In the event of a boy failing to return to school at the appointed time (for roll call); the Tutor will contact the parents – we are required to have **at least** two contact numbers for each boy's parents for this purpose. In the case of a boy who is missing from school, without an acceptable explanation, for a period greater than **10 days**, college will inform the local authority.

An absence due to illness, exceeding 1 week, will be followed up by the Medical Centre with the boy's home GP.

Tutors will recognise that a pupil who fails to return to college at the appointed time, on repeated occasions, might be at risk. The DSL should be notified if there is a possible concern or a discernible pattern to a child missing school.

Pupils are entered on the admission register at the beginning of the first term or on the day of their entry to the college. If a pupil fails to attend on the agreed or notified date, the college will make efforts to establish the boy's whereabouts and, having done so, consider notifying the boy's local authority at the earliest opportunity.

Additional reporting procedures will be followed with those pupils under UKVI jurisdiction.