

Title: Missing Child Procedure – Pre-Prep			
Ref.:	SOP017A	Rev.:5	Date: Aug 2018

# Missing Child Procedure Pre-Prep

Rev.	Date	Amendment	Approved By:	Authorised By:
5	August 2018	Full Review	SH/SW	
4	July 2015	Reviewed content	STJ	
3	August 2014	Reviewed in line with GN's guidance	SH/STJ	
2	April 2014	Revised and reviewed content	SH	
1	Jan 2010	Revised format and reviewed content		

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## 1 Summary

This policy applies to all pupils at Yateley Manor School in the Pre-Prep Years including those in EYFS.

## 2 Procedure

- 1) The person who first realises that a pupil (known as the ‘subject’ in this document) is missing should report this to: the School Office, Head of Pre-Prep, Pastoral Deputy Head and any other member of staff who is not teaching at the time.
- 2) The class teacher and the Headmaster should also be informed as soon as possible.
- 3) A search should begin immediately. The search party should consist of staff who know the pupil.
- 4) It is important to establish quickly where the pupil was last seen and any circumstances which may have led to the departure.
- 5) The search should be co-ordinated by the Head of Pre-Prep and the Pastoral Deputy Headmaster, or, in his absence, by another member of the Senior Management Team, who should remain in or near the School Office. They will assign areas to the searchers and they will report the progress to them, either by walkie-talkie or by mobile phone. Walkie-Talkies should be collected from reception prior to beginning the search.
- 6) If the pupil is not found quickly, more adults should join the search and the pupil’s parents/guardian should be informed by the Head of Pre-Prep - they may be able to suggest places to look.
- 7) The Head of Pre-Prep and Pastoral Deputy Head will decide at what point the pupil’s parents should be informed, but this will be early on in search.
- 8) While the search is still going on, the Head of Pre-Prep and Pastoral Deputy Head may be interviewing the pupil’s friends and any other people who might have information. Any possible lead established through this process should be communicated to the searchers.
- 9) It is important to establish a calm and organised approach and as far as possible, for the school to carry on as normal.
- 10) If the pupil has not been found within 10 minutes, the pupil’s parents/guardians and the Police should be informed.
- 11) The Pastoral Deputy Head should keep a written record of the action and any possible reasons for the disappearance.

Once the ‘pupil’ is found, a detailed follow-up of the incident needs to be carried out and recorded. As far as possible, the circumstances which may have led to the disappearance should be scrutinised. Any factors which are deemed to have contributed to the child’s disappearance need to be looked at carefully and steps should be taken to reduce the risk of the child (or another child) going missing.