

## Missing Pupil – Searching the Site Procedure

General guidance for the main school

### Overview

These arrangements are to help ensure a rapid and effective response to a report of a missing pupil during school time.

When a teacher, or their deputy, becomes aware by checking the register in the afternoon - or by any other means - that a pupil is unaccounted for, the following actions shall be taken:

### Teacher - Actions to be taken and completed within 10 minutes:

1. Question known friends or any other pupils or adults who are immediately to hand and might be able provide reliable information.
2. Alert the main office - either by phone or by sending a 'runner', giving all your information on the missing pupil's last known whereabouts.

### Office - Actions to be taken & completed within 15 minutes (before ringing the police) :

1. Assign one or more people to check the relevant toilets.
2. Assign two people to initiate a search:
  - one to the eastern extremity, the white gate
  - the other to the western extremity, the Old Totnes Road /Bus Lane leading to Velwell Lane & post box

Both these searchers will:

- start by looking along the road to see if the pupil can be seen.
- question anybody around to ask if they have been sighted
- then work their way in towards the southern perimeter (Early Years and Horseshoe) whilst keeping a long and short range lookout.
- **Both will then report back to the office.**

If the pupil is still not found, a member of staff from the office shall go to the teacher who initially reported the missing pupil, and to their class teacher if available, to discuss the matter further.

Once it is clear there is no knowledge of the pupil's whereabouts, the office shall then:

1. Talk to a parent of the pupil to check whether they have any information;
2. Discuss the issue with the school's DSP (Designated Senior Person), currently Anne Acland or, if not available, another member of the Steering Group.
3. Then contact the police: dial 999 and take actions as they advise.
4. Write a report in the Incident Book of the actions taken to date.

*The above actions should be the school's No.1 priority at that time - urgency of response is the key.*

END