

WINDLESHAM HOUSE SCHOOL

PROCEDURE: MISSING PUPILS



Updated: September 2021

Procedure: 01-01a

Responsible Member of Staff: Designated Safeguarding Lead, Jonathan Farrer

This procedure also applies to our Early Years Foundation Stage and after School care.

Please note that if a child is missing from education staff should refer to section 9 of the Safeguarding Children and Child Protection Policy.

1) Action to be followed by Staff if a child goes missing from the School

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a child is found to be missing, we carry out the actions detailed in below as part of our "Missing Pupil Procedure", with which all our staff are familiar. Copies of the procedure are kept by all telephones in the school.

2) Definition

A "missing pupil" during the normal school day may be defined as: "a pupil who has registered at either the morning or afternoon registration slot, but fails to go to class or a known activity on site and whose whereabouts cannot be accounted for."

WINDLESHAM HOUSE SCHOOL
MISSING PUPIL PROCEDURE, SEP 2021
PLEASE KEEP THIS PROCEDURE CLOSE TO YOUR TELEPHONE

This procedure also applies to our Early Years Foundation Stage and after school care

- 1) Duty House Parents** and the pupil's **House Parents** should be notified immediately by the member of staff discovering or suspecting the pupil's absence.
- 2)** If during normal school office hours, the **Front Office** will establish which staff (non-teaching, and those teaching staff not teaching at the time) and Junior Teachers are available to come to help in a search and ask them to assemble in the Front Hall.
- 3)** If outside of School office hours, the **Duty Houseparent** or **Senior Leadership Team Member on duty** (known as the "**Coordinator**") will alert the **Pupil's Houseparent** and all **Duty Staff** by radio, plus all **resident Support Staff** (Bursar, Cleaners, Caretakers) by telephone and ask them to assemble in the Front Hall. All radios to be set to **Channel 1**. (Alert all radio channels every 2 minutes to turn to channel 1)
- 4)** The **Coordinator** will co-ordinate the search and will remain throughout in the **Front Office**.
- 5)** The **child's House Parents** or member of staff designated by the **Coordinator** are to question at least two friends as to likely whereabouts, habits, any problems worrying the child, any recent statements, when and where last seen clothes being worn etc. This should be done in a calm and reassuring manner, and any information relayed to the **Coordinator**.
- 6)** Where possible, a member of SLT with access to CCTV, should review recent images to see if child has been filmed on site (including, if relevant, exit last seen leaving site) and as soon as possible, relay last known location to the **Coordinator**.
- 7)** The **Coordinator** should access ISAMS to obtain a photo printout of the pupil (10 copies).

8) Initial Search

- a)** The **Coordinator** will initiate an initial search, concentrating on: Medical Centre, Child's dormitory and surrounding area, Music and Tennis lessons, Lavatory areas, Extra language lessons in the Denman Building, Form and Common Rooms and any area where child's last presence was reported.
- b)** Those sent to look should take school radios and/or report back to the **Coordinator** as soon as possible, in person or by internal telephone. Time for reporting back to be given by the **Coordinator** (normally 10 minutes maximum).
- c)** If the missing child is from Little Windlesham, the **class teacher** will initiate an immediate initial search of the LW classrooms, toilets and LW play areas and then contact the **Coordinator** if the child cannot be located.

9) Full Search

If a pupil has not been found after the initial search referred to above, the **Coordinator** will institute a full search. **Coordinator** should contact at least 10 members of staff to carry out a full search using the school radio.

10) A copy of the flow chart should be kept permanently beside appropriate telephones:

All searchers should be asked to report for a briefing at a given time to the Front Hall, with radios, mobile phones (if possible) and torches (if dark). Other Staff Members not indicated above may also be called upon to assist.

11) Indoor Search Areas

Look particularly at lavatories, dormitories and bathrooms. These should be checked regularly (every 5 minutes). Report back to Front Hall as soon as possible (maximum of 20 minutes).

- a) Main Building:
 - i) Basement (incl. Dining Rooms)
 - ii) Ground Floor
 - iii) First floor (incl. Medical Centre)
 - iv) Second floor

- b) Pevensey, Chapel & Organ Loft

- c) Percussion Rooms

- d) Junior Wing and Music Wing

- e) Art & DT block

- f) IT Hub

- g) JD Block

- h) St Ed's/ Pre-Prep

- i) Pre-Prep & Gem's activity club

- j) Sports Complex

- k) Denman Block and MFT

- l) Library

- m) Cissbury

- n) Harrow Studio

- o) Chanctonbury

12) Outdoor Search Areas

This will normally be searched by members of the Property and Grounds team. If out of hours, by Duty House Parents. Searchers should have radios or mobile phones (numbers given to School Office), and check back to School Office every 20 minutes.

Search areas:

- a) Woods from Cowdown southwards
- b) Woods from Front Gate westwards
- c) Back pitch and around the Sportshall
- d) Games field, Italian gardens, Greek Theatre, adventure playground, groundsman's buildings and The Maze
- e) Area north of back drive, i.e. along public right of way
- f) Track up from Cowdown to farm buildings
- g) Walled Garden Car Park

All searchers should report back to Front Hall as soon as possible.

13) Car Search Areas:

(Car searchers should take mobile phones, leaving numbers with School Office, if out of School hours, with SLT on duty). Any telephone messages should be sent to the **main school number (01903 874700)**.

- a) A24 northwards towards London. Return via Storrington or Ashington;
- b) A24 southwards Findon and Worthing to A27 (returning through Findon village);
- c) A24 to Findon roundabout, then A283 down to A27; and
- d) Back lanes up to farm drives etc.

All searchers should report in to school telephone number every 20 minutes. Normally they should return to the Front Hall within an hour.

14) Informing Police and Parents

After one hour from the original alert, if pupil(s) remain un-located (15 minutes in the case of Pre-Prep school), the following procedure should be adopted:

- a) **SLT on duty** rings POLICE (999) giving details, description etc. The child's photo should be available. If appropriate the police should be telephoned earlier.
- b) **SLT on duty** rings **Parents**. Be as reassuring as possible, mentioning:
 - i) Search and numbers involved. He/she should ask for any information about any unhappiness
 - ii) Police involvement
 - iii) Will ring back as soon as any news
 - iv) Advise parents to stay at home in case child returns or tries to make contact

Any communication with the media will be via head of marketing or Headmaster only

15) On finding pupil(s)

a) Stand down search teams (5 rings on outside bell, radio alert, mobile phone calls)

b) Ring police

c) Ring parents

d) Write incident report as soon as possible and send to Bursar. This should include details such as:

- Time;
- Place;
- Numbers of staff and pupils;
- When the pupil was last seen;
- What appeared to have happened;
- The purpose of the outing;
- The length of time that that pupil went missing;
- How the pupil appeared to have gone missing; and
- Areas for improvement.



**MISSING PUPIL ACTION PLAN FLOW CHART
SEP 2021**



On discovering that a pupil is missing

Notify Duty House Parents & Senior Leadership Team (SLT) on Duty

Duty House parent or Duty SLT **"the Coordinator"** will contact all duty staff and duty support staff by radio. All staff available to search turn radios to channel 1 (alert all channels every 2 minutes to turn to channel 1)

The Coordinator to co-ordinate search from Front Office (01903 874700)

Pupil's House parents/member of staff chosen by Coordinator to question at least 2 friends as to likely whereabouts	Initial Search initiated, including SLT looking at CTV. Reporting back on radios	Coordinator to print off 10 copies of pupil's recent photo from ISAMS
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If a pupil is not found within 10 minutes a **Full Search** is instigated

<p>Emergency Contact Telephone List circulated to all searchers</p>	<p>SEARCH AREAS Indoor:</p> <ul style="list-style-type: none"> • Toilets, Dorms, Bedrooms • Medical Centre • Pevensey, Chapel & Organ Loft • Main Building <ul style="list-style-type: none"> ○ Basement (incl. Dining Rooms) ○ Ground Floor ○ First Floor ○ Second Floor • Music Rooms • Junior Wing • IT Hub • Art & DT Block • JD Block • St Ed's/Pre-Prep/Gems' • Denman Block & MFT • Library • Cissbury/Harrow Studio • Sports Complex • Chanctonbury 	<p>SEARCH AREAS Outdoor:</p> <ul style="list-style-type: none"> • Woods from Cowdown southwards • Woods from front gate westwards • Back pitch & play area • Games field • Grounds Department sheds • Adventure Playground • North of back drive • Track from Cowdown • Walled Garden
<p>1 hour from missing report; Duty SLT calls police and parents (30 mins in case of Pre-Prep)</p>		

Car Search: 4 areas with searchers taking mobile phones, leaving numbers with Coordinator

A24 North towards London return via Ashington/Storrington	A24 South Findon & Worthing to A27 (return through Findon)	A24 to Findon roundabout then A283 down to A27	Back Lane up to farm drives etc
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Windlesham House School
London Road
Washington
West Sussex
RH20 4AY

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| A Main School House / Reception | H Languages Centre | D Sports Sheds | V Grass Tennis Courts |
| B Boys' Boarding | I Pre-Prep | P Malden Family Theatre (MFT) | |
| C Chapel | J Girls' Boarding | Q Denman Building | |
| D Junior Wing | K Medical Centre | R Library | |
| E Eco Courtyard | L Sports Complex | S Drama Studio & Music School | |
| F Music Practice Rooms | M Netball / Tennis Courts | T Dining Room | |
| G The Tech Hub | N Adventure Playground | U Art and DT Centre | |

