



Boarders Absent Without Authority

Introduction

The school has written procedures identifying action to be taken when a child is absent without authority. These procedures are known to staff, pupils and their parents or guardians (through the College website).

The procedures cover the following:

- Searching for any pupil missing or believed to have run away from the College to include the timing of reporting pupil missing to:
 - The Police
 - To the pupil's parents or guardians (if appropriate)
- Action to obtain information about the whereabouts of a missing pupil and to try to ensure
 - The safety and welfare of that pupil
 - The collection and return of missing pupil when found
 - Action to be taken on the pupil's return.

All staff are aware of, and do not exceed, the measures they may properly take to prevent a pupil leaving without permission under current legislation (section 93 of the Education and Inspections Act 2006) and government guidance on the use of force. (see Use of Restraint policy)

Protocol

As soon as a boarder is identified as being absent without authority (e.g. by College Office/Senior Tutor/Director of Pupils Welfare/HSM) after registration, by teachers during lessons or games or activity sessions or by House staff at roll-calls), the following action should be to be taken:

Anyone aware of a pupil being absent without authority should immediately inform the housemaster or housemistress who will take responsibility for the investigation.

The housemaster or housemistress should:

Inform the Deputy Head Pastoral (DHP). The DHP will inform the Headmaster.

Check all House records and College records (e.g breakfast signing sheets, registration data) to ascertain the time the pupil was last registered as present. Check authorised trips away from College on Trips Manager.

Phone the pupil on his or her mobile phone.

Gather close friends and Prefects together and ask about the missing pupil's whereabouts or any information which may give a clue to his or her whereabouts. Explore the possibility of girlfriend, boyfriend, or siblings and whether this is a useful source of information.

Phone the Medical Centre to check if there is any significant information in their files.

Send an email, with pupil photo to all staff, asking for them to contact the housemaster or housemistress immediately if the pupil is sighted or they have any information.

Check boarders' room for clues: Is the pupils' uniform missing? Has the mobile phone or wallet been taken?

Check boarders' laptop or mobile phone for possible leads via the ICT Department (only after the specific request is made to do so from the Deputy Head).

Organise a search of the College grounds.

Arrange for a visit to train and bus stations to check for missing boarder.

Contact parents or guardians (after specific request is made by the Deputy Head). The usual timeframe for this will be one hour from going missing.

Contact the Police (where at all possible, only after contacting parents and after at the specific request of the DHP). The usual timeframe for this will be immediately after parents are informed or attempts have been made to contact them.

Keep Senior and Junior School staff informed if the missing boarder has a sibling at the school.

Report back to the DHP when missing boarder is located, inform parents, police etc.

Consult with the Deputy Head about picking up pupil as appropriate.

Consider the reasons for absence, upon the boarder's return, and keep a record of the reasons given by the pupil and any action taken in the light of those reasons (Missing Boarder form).

Refer immediately to the Child Protection Officer for consideration under LSCB procedures, any report from a pupil that he or she went missing because of abuse at the school.

Make a written record of all incidents of absence without authority, to include the following:

- All action taken by staff
- The circumstances of the pupil's return
- Any reasons given by the pupil for going missing and
- Any action taken in the light of those reasons

Complete 'Missing Boarder' form and forward to the DHP, keeping a copy for the house files.

September 2010

Review date: September 2011