



Cheltenham College Junior School

Missing Child Protocol (Pupils missing without authority)

As soon as any pupil from EYFS to Year 8 is identified as being missing without authority (e.g. after registration, by staff during lessons, activities, break times or games, or by Boarding House staff at register/roll calls), the following action is to be taken:

- Immediately inform the Headmaster 07716 111024 or in the case of EYFS and Kingfishers, VJP, who will take responsibility for the investigation. Inform school office, who will inform Deputy Head and the House Parents if the pupil is a Boarder 07747 620287.
- Deputy Head to oversee the co-ordination of a staff search party. Pupils, as far as possible, are not to be used in such a search. Grounds and buildings to be searched whilst :
 - Leckhampton Police are alerted on 0845 0901234. Photo emailed by Liz Young with physical and clothing description.
 - Office staff check registration data (ascertain the time the pupil was last registered as present), medical centre (who might have significant information about the pupil's state of mind/physical wellbeing), music dept., authorised trips away from The Junior, timetable changes etc.
- Headmaster or VJP to alert parents after swift, initial search confirming that the pupil is not in school or can not be found.
- In the case of an older pupil, speak to close friends who may know the habits or the intentions of the missing pupil. Speak to siblings, for possible information, without causing alarm. Check 'Facebook', email type postings.
- In the case of Boarder, check to see if mobile phone is missing. Call pupil's mobile. Check dorm for missing clothes or possessions.
- Keep CC staff informed if the pupil has a sibling at CC.
- The Deputy Head, in consultation with the police, will arrange for train and bus stations to be checked for the missing pupil.
- Report back to Headmaster when the missing pupil is located. Immediately inform parents and police. Deputy Head to arrange the collection or return of a pupil. Any pupil must be responded to positively on return in an age-appropriate manner.

- Upon the pupil's return, when appropriate, the Headmaster (and House Parents if a Boarder) must consider the reasons for absence and keep a record of the reasons given by the pupil and any action taken in the light of those reasons. Notes should be taken and kept in the pupil's school records.
- The pupil should be offered support/counselling if appropriate.
- In the case of all pupils, but especially younger pupils in EYFS and Kingfishers, Section Heads should review the procedures for the supervision of pupils with close attention to the circumstances in which the pupil went missing. Section Heads to report any findings to the Head and Deputy Head and if necessary, improvements to procedures should be made and logged.
- Any report from the pupil that he/she went missing because of abuse at the school should be immediately referred to the CPO for consideration under GSCB guidelines and procedures.
- The Headmaster or VJP to complete the missing pupil paperwork for the pupil's records including:
 - Circumstances of the pupil's absence
 - Circumstances of the pupil's return
 - Any reasons given by the pupil for going missing
 - Any action taken in the light of these reasons
 - Action of the police, if any.

MJW 01.10
Reviewed by Keith desBois GSCB April 2010
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