

06.03.01 Action if a Pupil is missing

Written by	David Ansell, Bursar
Date for Review	September 2025
Scope of policy	Whole School

Non-school attendance, missed appointments, or a history of frequent moves may indicate a child is at risk. To monitor children who fall into this category, the school will:

- Record daily attendance
- Contact parent/carer if no explanation is given as to absence
- Request Doctor's note for prolonged illness
- Handover child to their next school
- Report any child to the DSL to complete a child missing in education form where we do not know where that child is moving on to.

This procedure is for any missing child in the School, including a child in the EYFS

During the working day:

- First check with the pupil's friends **and teachers.**
- Check with the School office, who will check with Music, SEN department, look for Timetable changes, absence lists and then carry out a physical search of the changing rooms **and buildings.**

In the event of a pupil becoming unaccountable, staff will immediately put a call out on a radio saying 'Missing child, I repeat Missing child' and will let staff know via the internal e mail system that there is a child missing and who it is.

The fire bells and bell on the terrace should be rung and all children should congregate on the tennis courts where role call will be taken.

Staff will also obtain from the child's teachers and fellow pupils' relevant information as to the state of mind or personal problems which could have a bearing on the situation.

If the child is not found, the Headmaster or member of the SMT (in his absence) will coordinate staff to go to:

- Front of school
- Side of mansion house
- Grounds from mansion house to salt mines
- Grounds from mansion house to Timbuctoo
- Sports Hall and Shandy Ba
- Outside Harris building and the Woodland Classrooms
- Inside mansion house

- Inside Harris building
- Inside Stable block
- Through the woods

Support staff or teachers who are not teaching or supervising children at the time will join the search.

Y7 & Y8 pupils can join the search under guidance from SMT.

John Watson's mobile should be rung to alert him to the search

07742750203. If this proves unsuccessful the HM or deputy will telephone

the local police station stating:

This is Saint Ronan's school

Water Lane

Hawkhurst

TN18 5DJ

Telephone number: 01580 752271

We have a pupil missing

- Give the name of the pupil
- Age
- Length of time unaccounted for
- Last known location
- Details of clothing worn, if known

The person in charge will then:

- contact the Matron to check if the child is on any medication
- contact the child's parents/guardians

On the arrival of the Police, all relevant parties and, if requested, others will assist in any search procedure instigated by the senior officer in charge

If a pupil is missing from Boarding:

- Check with the pupil's friends
- Consult the Senior Member of boarding staff
- Make a thorough search of the boarding area
- Ring the Headmaster who will contact the police as above.