



SEDBERGH INTERNATIONAL SUMMER SCHOOL

Missing Children at School Policy	
Version	2020.2
Effective from	October 2020
Extent of Policy	Sedburgh International Summer School
Policy Owner	Gemma Newton
Review by	September 2021
Frequency of Audit	Annual
Circulation	Parents (by request) All staff
Publication	Website Staff Handbook

Policy Statement

All Staff share in the responsibility of safeguarding the pupils.

Registering throughout the day is a means by which the whereabouts of the pupils can be ascertained.

Pupils should be formally registered during morning roll call, at the start of each lesson, at roll call after dinner and before bedtime at night time roll call. Lesson registers should be pinned to classroom doors so that management can check all pupils are accounted for, and houses should have an up-to-date register near the fire exit in case of a fire alarm.

If a pupil is found to be missing, Staff should send a group email to alert:

- Course Director
- Operations Director
- Welfare Officer
- That pupil's teacher and House Parent

If no explanation is provided within five minutes, a search of school buildings and grounds using members of staff and senior pupils will be arranged by the Course Director, or another member of SLT (Operations Director & Welfare Officer) in their absence.

If the pupil is still not found:

The Course Director/SLT member

- Coordinates a wider search of the area around school (laminated maps of designated search areas close to the School are held in the Main ISS Office, Common Room & Office of Head's PA which are to be used by the member of SLT when co-ordinating search and designating areas to specific members of staff).
- Informs the Bursar (if not already informed).

If the pupil is still not found:

- Sound the Fire Alarm and undertake a full school Roll Call
- Enlist Police assistance
- Parents should be kept informed by the Course Director