



SEDBERGH INTERNATIONAL SUMMER SCHOOL

Missing Child Policy	
Version	2024.1
Effective from	April 2024
Extent of Policy	Sedbergh International Summer School
Policy Owner	Gemma Newton
Review by	March 2025
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.

Missing child on school site

If a pupil is found to be missing while on the school site, Staff should send an alert (via Teams) to:

- DOS
- Operations Director
- Welfare Officer

- That pupil's teacher and House Parent

If no explanation is provided within five minutes, alert the Course Director. A search of school buildings and grounds using members of staff and senior pupils will be arranged.

Note: staff members must not leave a group of students unattended to conduct a search – send for another member of staff.

If the pupil is still not found, the Course Director will:

- Coordinate a wider search of the area around school designating search areas to specific members of staff
- Inform the COO

If the pupil is still not found:

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

Missing Child off-site (off-site activity or excursion)

If a pupil goes missing during an excursion or if a Senior pupil does not meet at the agreed time, the excursion lead will:

- Call the pupil's mobile and arrange a new meeting point or time
- If the student cannot be reached, send a staff member to the last known point of contact, if known. Wait a further 15 minutes at the meeting point
- If the student has still not arrived, inform the Operations Director/Course Director
- If after 30 minutes of the agreed time, contact the Operations/Course Director again and refer to 'Searching for a pupil – extreme cases' below.

Searching for a pupil – extreme cases

- A search of the vicinity of the location will be conducted.
- While the search is happening, the Operations/Course Director will make efforts to contact the pupil by phone and, if necessary, call an agent or parent to see if they can establish contact. Meanwhile, the Course Director will inform the COO.
- If this is unsuccessful, the Police should be called to assist. In this case, the rest of the group may depart the excursion and leave two staff members on the site to liaise with Police. Any cost incurred as a result (e.g. organising public transport back to school for the staff members) will be reimbursed to the staff member and may be charged to the pupil in question.