



RGS SURREY HILLS

MISSING CHILD POLICY

Action to be taken when a child is missing during the School day:

The School operates on the principle that we should know where every child is at all times. It is acceptable for this to be, for example, 'at home unwell' or 'absent with the Headmaster's permission'. However, it is not acceptable for a child to be missing.

If this happens, it should be instantly assumed that the child may be at risk and urgent action is required.

No two instances will be identical, and so the procedure set out below may need to be modified in individual cases.

When a child is thought to be missing from lessons or activities, the teacher should:

1. Check the register to find out if the child is definitely at School. If there is any uncertainty around this, Reception should be contacted for confirmation. (Reception monitor and follow up on absent pupils at am and pm with parents)
2. Ask Reception to check with relevant staff such as the boarding House, Head of Year, Nurses or Learning Support whether the child has reported sick or is with them. Reception should also be asked to check off-site risk assessments at those times when there are fixtures or off site trips. Confirmation of fixtures may also be sought from the PE department.

If the child is still unaccounted for;

- a) Question close friends of the child who may provide information as to the child's whereabouts or provide a telephone number that is not listed on iSAMS. (NB most year groups are not allowed phones during the School day),
- b) Inform ACS/Reception who will immediately inform Head of Year, Assistant Head Pastoral and Deputy Head Pastoral. In the absence of the Deputy Head Pastoral, the Deputy Head Academic should be informed and then any member of the Senior Leadership Team (SLT). The member of SLT will decide what to do next and what steps to take.

If the child is still unaccounted for, the member of SLT will ensure that the following steps are taken:

- a central contact is established who will remain accessible by phone



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- the last member of staff who saw the child will be identified and contacted for information
- a search of the School site by a number of members of staff (most usually the Head of Year, Deputy Head of Year, Tutor, House Parent, Assistant Head Pastoral, Deputy Head Pastoral, Deputy Head Academic, Assistant Head Academic)
- if the initial search is unsuccessful, the search area will be widened
- consideration will be given to initiating the School's fire procedures
- parents will be contacted
- outside agencies such as the Police will be contacted if the child cannot be accounted for

If a child goes missing from boarding outside of School hours, the House Parent or Assistant House Parent should, using their own knowledge about the child and his/her individual situation, carry out the following;

- a) Question close friends of the child who may provide information as to the child's whereabouts or provide a telephone number that the House Parent does not already have.
- b) Search the most obvious locations in House or nearby where the child could be.
- c) Inform the member of SLT on duty on that day/weekend. The member of SLT will decide what to do next and what steps to take.

If the child is still unaccounted for, the member of SLT will ensure that the following steps are taken:

- a central contact is established who will remain contactable by phone
- the last person who saw the child will be identified and contacted for information
- a search of the School site by a number of members of staff
- if the initial search is unsuccessful, the search area will be widened
- consideration will be given to initiating the School's fire procedures
- parents will be contacted
- outside agencies such as the Police will be contacted if the child cannot be accounted for

H. Robinson
Headmistress
September 2025

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