



KING WILLIAM'S COLLEGE

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# **King William's College and The Buchan School**

## **Missing Pupil Policy and Procedure**

Issue date: 12/17

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Next Review: 01/27

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## MISSING PUPIL POLICY

### **1. King William's College Pupils missing during the school day**

1.1 Pupils are usually missing during the academic day for legitimate reasons. If a pupil has not registered, their name will appear on the absentee list circulated by the Receptionist at the start of the day. The School Receptionist will follow up any unauthorised absence of day pupils.

1.2 If a pupil fails to attend a lesson:

- Check on iSAMS to see if the absence is explained.
- Ask other pupils in the class if they know the whereabouts of the missing pupil.
- Send an email to "KWC Teaching" asking if anyone knows the whereabouts of the missing pupil.
- Ask a pupil in the class to try calling their mobile telephone.
- If you cannot obtain any relevant information, inform the following people immediately: Year Head, Deputy Head Pastoral and the Principal's PA.

1.3 At this stage, at the discretion of the Year Head, a search of the buildings and grounds will be implemented. If the pupil is not found, the Year Head will contact parents. If the pupil is still not found, the Deputy Head Pastoral will liaise with the Principal and inform the Police giving all relevant details.

### **2. The Buchan School Pupils missing during the school day**

2.1 If a pupil has not registered, their name will appear on the absentee list circulated by the Receptionist at the start of the day. The School Receptionist will follow up any unauthorised absence of day pupils.

2.2 If a pupil fails to attend a lesson:

- The teacher of that lesson must email/telephone the reception and medical room to see if the pupil is there and to check they have not signed out.
- The receptionist will then send an email to all staff asking if anybody knows the whereabouts of the missing pupil.

2.3 At this stage, at the discretion of the Headteacher, all staff will be informed and a thorough search of the building will be made, followed by a search of the surrounding area, ensuring that the other children remain supervised throughout.

2.4 If the pupil has still not been accounted for the Headteacher will contact parents. If the pupil is still not found, the Headteacher will inform the police giving all relevant details.

- Staff will continue to search for the pupil, whilst others maintain near normal activity.
- The Headteacher will meet the police and parents/carers.
- The Headteacher will await instructions from the police.
- Any incidents will be recorded in writing.

### **3 Boarders missing beyond the school day**

3.1 If a boarder fails to return to the House at the appropriate time, or is otherwise not where they should be:

- Confirm as far as possible that the pupil is absent from College without permission (check the House and The Hundred with the assistance of the duty prefect, Medical Centre, other likely spots).
- Enlist the help of friends of the pupil to establish where and when he/she was last seen.
- Phone the missing pupil if they carry a mobile phone and their number is known. If there is no answer, ask one of their friends to try calling – they may be avoiding you!

- 3.2 If the pupil is not found then alert the Head of Boarding. A search of the buildings and grounds will be implemented and co-ordinated by the duty tutor.
- 3.3 Consider taking a drive around the locality – you may be lucky.
- 3.4 If the pupil is still not found the Head of Boarding/Housemaster must inform the parents and/or guardian. If the pupil remains unaccounted for then the Head of Boarding/Housemaster will liaise with the Deputy Head Pastoral, Principal and inform the Police giving all relevant details. The Principal must be kept informed.
- 3.5 All missing boarder incidents must be reported to the Registration and Inspection unit:

Registration and Inspection Unit, Ground Floor, St George's Court, Hill Street, Douglas. IM1 1EF.  
Telephone: +44 1624 642422. The Statutory Notification of Events form (<https://www.gov.im/media/1350642/2016-notification-of-events-form.pdf>) must be filled in and sent via e-mail to: [RandI@gov.im](mailto:RandI@gov.im)

#### **4 Boarders failing to return from home**

- 4.1 When the return to school of a boarder is overdue and the school has not heard from the pupil or their parent/guardian, the duty tutor will ring parent/guardian. Telephone numbers can be found on iSAMS.
- 4.2 If there is no reply, a message should be left if this facility is available. The duty tutor will continue to try to make contact throughout the evening, including contacting friends at school to obtain any relevant information that may help in locating the pupil.
- 4.3 If all attempts to establish contact fail the Head of Boarding will be informed and will decide what further action may be needed. The Deputy Head Pastoral and the Principal will be informed if the Police need to be contacted.
- 4.4 All missing boarder incidents must be reported to the Registration and Inspection unit:

Registration and Inspection Unit, Ground Floor, St George's Court, Hill Street, Douglas. IM1 1EF.  
Telephone: +44 1624 642422. The Statutory Notification of Events form (<https://www.gov.im/media/1379929/2023-notification-of-events-form-300623.pdf>) must be filled in and sent via e-mail to: [RandI@gov.im](mailto:RandI@gov.im)

#### **5 King William's College Day pupils not being collected at the end of the school day**

- 5.1 Day pupils who have not been collected at the end of the school day should report to one of the following areas: Head of Year office, library, bursary, Deputy Heads or Principal's office.
- 5.2 Attempts will be made to contact home to clarify the arrangements.
- 5.3 If necessary, the pupil can be accommodated in one of the boarding houses until the parent arrives.

#### **6 King William's College Day pupils not in the right place to be picked up at the end of the school day**

- 6.1 Parents will either contact the bursary, reception or the Principal's Office to report that their child is missing.

6.2 Follow the procedure in 1.2 and 1.3 of this policy.

## **7 The Buchan School pupils not being collected at the end of the school day**

7.1 Should a pupil not be collected at the end of the school day, the teacher dismissing the pupil will escort the pupil to the School Reception.

7.2 The School Receptionist will contact the parents to establish what has happened. Parents will be encouraged to make immediate collection arrangements and the pupil will be supervised by a member of staff until they are collected.

7.3 Any parent who cannot collect their child immediately or arrange collection, will have the option to place their child in our after school provision which runs until 5.30pm.

## **8 The Buchan School pupils not in the right place to be picked up at the end of the school day**

8.1 Parents will either contact The Buchan School reception to report that their child is missing.

8.2.1 Follow the procedure 2.2 to 2.4 of this policy.

## **9 Pupils missing during an educational visit or activity**

9.1 All steps will be taken to reduce risks during outings including the completion of a risk assessment, suitable staff ratio and regular head count.

9.2 In the unlikely event of a pupil going missing whilst on an outing the following procedure will be implemented immediately:

- All staff on the trip will be informed and a thorough search of the area conducted, whilst supervising the rest of the pupils.
- On site security will be informed along with a description of the pupil/pupils.
- The trip organiser will inform the police and the Principal/Headteacher.
- The Principal/Headteacher will inform the parents/carers giving details of what has happened.
- Staff from school will be sent to assist with the safe return of the other pupils.
- At least one member of the trip will remain to search for the pupil/pupils.
- This remaining staff member will meet the police and parents/carers when they arrive at a designated point.
- A written record of the incident will be made by the trip organiser.



## KING WILLIAM'S COLLEGE

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# Missing Pupil Procedure for Boarding

If a pupil is missing from roll call:

1. Confirm as far as possible that the pupil is absent from College without permission (check the Houses with the assistance of the duty prefect, Medical Centre, other likely spots).
2. Enlist the help of friends of the pupil to establish where and when he/she was last seen.
3. Establish, if you can, the possible reason(s) for and time of departure, and destination
4. Phone the missing pupil if they carry a mobile phone and their number is known. If there is no answer, ask one of their friends to try calling – they may be avoiding you!
5. Alert the Head of Boarding.
6. Consider taking a drive around the locality – you may be lucky
7. If the pupil is still not found, the Head of Boarding will inform the parents/guardians.
8. If the Pupil is still unaccounted for, the Head of Boarding will liaise with the Deputy Head Pastoral and the Principal. The Police will normally be informed at this point.
9. All missing boarder incidents must be reported to the Registration and Inspection unit:

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