



THE BUCHAN SCHOOL

---



KING WILLIAM'S COLLEGE

---

# King William's College, The Buchan School & The Buchan Nursery

## Missing Student Policy

Issue date: 12/17

Review Date: 07/20

Next Review Date: 12/22

Stuart Corrie (Deputy Head Pastoral)

Janet Billingsley Evans (Head of Buchan)

Caroline Kipps Reid (Head of Buchan Nursery)

## MISSING STUDENT POLICY

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

1.1 Students are usually missing during the academic day for legitimate reasons. If a student 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 students.

1.2 If a student fails to attend a lesson:

- Check on iSAMS to see if the absence is explained.
- Ask other students in the class if they know the whereabouts of the missing student.
- Send an email to "Common Room" asking if anyone knows the whereabouts of the missing student.
- Ask a student 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 student is not found, the Year Head will contact parents. If the student 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 Students missing during the school day**

2.1 If a student 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 students.

2.2 If a student fails to attend a lesson:

- The teacher of that lesson must email/telephone the reception and medical room to see if the student 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 student.

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

- Staff will continue to search for the student, 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 student is absent from College without permission (check the House, The Hundred and Jackson House with the assistance of the duty prefect, Medical Centre, other likely spots).
- Enlist the help of friends of the student to establish where and when he/she was last seen.
- Phone the other Boarding House to ask if they have been seen.

- Phone the missing student 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 student is not found then alert the Head of Boarding and the Housemistress (in the case of a missing female student). 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 student is still not found the Head of Boarding/Housemistress must inform the parents and/or guardian. If the student remains unaccounted for then the Head of Boarding/Housemistress 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 student 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 student.
- 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/1350642/2016-notification-of-events-form.pdf>) must be filled in and sent via e-mail to: [RandI@gov.im](mailto:RandI@gov.im)

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

- 5.1 Day students 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 student can be accommodated in one of the boarding houses until the parent arrives.

#### **6 King William’s College Day students 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 students not being collected at the end of the school day**

7.1 Should a student not be collected at the end of the school day, the teacher dismissing the student will escort the student 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 student 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 6pm.

## **8 The Buchan School students 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 For the Buchan Nursery, the following procedure will be followed:**

9.1 All staff will be aware of the procedure when a child goes missing and supply information to support the search, e.g. a recent photograph and a detailed description of clothing.

9.2 The organiser will be informed immediately and all staff present will be informed. Some staff will be deployed to start an immediate thorough search of the area, ensuring that all other children remain supervised, calm and supported throughout

9.3 If appropriate, on-site security will also be informed and a description given

9.4 The designated person in charge will immediately inform the police

9.5 The designated person in charge will then inform the Buchan Nursery who will contact the child's parents giving details of what has happened. If the whole nursery is on an outing, all contact details will be taken on the trip by the person in charge

9.6 During this period, staff will be continually searching for the missing child, whilst other staff maintain the safety and welfare of the remaining children

9.7 It will be the designated person in charge or the Head of Buchan Nursery's responsibility to ensure that there are adequate staff to care for the children and get them back safe, a member of staff to meet the police and someone to continue the search (this may mean contacting relief staff)

9.8 Any incidents must be recorded in writing as soon as practicably possible including the outcome, who was lost, time identified, notification to police and findings

9.9 In the unlikely event that the child is not found, the Buchan Nursery will follow the local authority and police procedure

9.10 Registrations and Inspections must be contacted and informed of any incidents: 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)

9.11 With incidents of this nature parents, carers, children and staff may require support and reassurance following the traumatic experience. Management will provide this or seek further support where necessary

9.12 In any cases with media attention staff will not speak to any media representatives

9.13 Post-incident risk assessments will be conducted following any incident of this nature to enable the chance of this reoccurring being reduced.

## **9 Students 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 student 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 students.
- On site security will be informed along with a description of the student/students.
- The trip organiser will inform the police and the Principal/Head of Buchan/Head of Buchan Nursery.
- The Principal/Head of Buchan 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 student/students.
- 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

---

## Missing Student Procedure for Houses

If a student is missing from roll call:

1. Confirm as far as possible that the student 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 student to establish where and when he/she was last seen.
3. Phone the other Boarding House to ask if they have been seen.
4. Establish, if you can, the possible reason(s) for and time of departure, and destination
5. 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!
6. Alert the Head of Boarding and the Housemistress (in the case of a missing female student)
7. Consider taking a drive around the locality – you may be lucky
8. If the student is still not found, the Head of Boarding/Housemistress will inform the parents/guardians.
9. If the Student 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.
10. 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)