Cottesmore Missing Pupil Procedure

As soon as a pupil has missed a registration (am/pm prep, lessons, evening roll-call or bed) the Missing Pupil Procedure should be followed. Full details can be found in the Missing Pupil Policy but a flow diagram of the actions to take can be found below:

Check the ISAMs for authorised absences such as extra lessons, school trips, matches etc... and also the notice board in the Games Room

Attempt to ascertain whereabouts from friends (this could be the first point but their location will need to be clarified via ISAMs or relevant staff)

Look for the pupil in the Surgery, changing rooms & ICT room then spread the search (using pupils/Monitors) to classrooms, dorms, telephones, cellar, gravel and outside areas

Contact staff who might know of their whereabouts and/or check of any circumstances that might have led to the pupil going missing (AW, MW, TFR, CR, matrons, staff member signing out pupils at the front door)

Inform TFR/LR & Head of Boarding (if during the evening)

Contact 'local' parents if we believe they may have been collected without informing us

Open a written record of the incident and log all actions taken so far

School fire alarm drill to see if the pupil is on the school grounds

Initiate a search of the driveway, cottages, school boundary, lake, golf course

TFR/DR to contact parents/guardians (with due regard for time zones)

TFR to contact the police