



Missing Child Protocol (Pupils missing without authority)

Reviewer: Kit Perona-Wright

Approver: Tom O'Sullivan

Reviewed: January 2025

Next Review: January 2026

As soon as any pupil from EYFS to Year 8 is identified as being missing without authority (e.g. after registration, by staff during lessons, activities, break times or games, or by Boarding House staff at register/roll calls), the following action is to be taken:

- Immediately inform the Head 07876 774792 or in the case of EYFS and Pre-Prep, Head of Pre-Prep, who will take responsibility for the investigation. Inform School Office 01242 522697, who will inform Deputy Head Pastoral and the Head of Boarding if the pupil is a Boarder 07596 161929.
- Deputy Head Pastoral to oversee the co-ordination of a staff search party. Pupils, as far as possible, are not to be used in such a search. Grounds and buildings to be searched whilst:
 - Gloucestershire Police are alerted on 101. Photo emailed by School Office with physical and clothing description.
 - Office staff check registration data (ascertain the time the pupil was last registered as present), Health Centre (who might have significant information about the pupil's state of mind/physical wellbeing), Music Dept., authorised trips away from The Prep, timetable changes etc.
- Head or Head of Pre-Prep to alert parents after swift, initial search confirming that the pupil is not in school or cannot be found.
- In the case of an older pupil, speak to close friends who may know the habits or the intentions of the missing pupil. Speak to siblings, for possible information, without causing alarm.
- In the case of Boarder, check to see if mobile phone is missing. Call pupil's mobile. Check dorm for missing clothes or possessions.
- Keep Cheltenham College staff informed if the pupil has a sibling at Cheltenham College.
- The Deputy Head Pastoral, in consultation with the police, will arrange for train and bus stations to be checked for the missing pupil.
- Report back to Head when the missing pupil is located. Immediately inform parents and police. Deputy Head Pastoral to arrange the collection or return of a pupil. Any pupil must be responded to positively on return in an age- appropriate manner.
- Upon the pupil's return, when appropriate, the Head (and House Parents if a Boarder) must consider the reasons for absence and keep a record of the reasons given by the pupil and any action taken in the light of those reasons. Notes should be taken and kept in the pupil's school records.
- The pupil should be offered support/counselling if appropriate.

- In the case of all pupils, but especially younger pupils in EYFS and Pre-Prep, Section Heads should review the procedures for the supervision of pupils with close attention to the circumstances in which the pupil went missing. Section Heads to report any findings to the Head and Deputy Head Pastoral and if necessary, improvements to procedures should be made and logged.
- Any report from the pupil that he/she went missing because of abuse at the school should be immediately referred to the DSL for consideration under GSCP guidelines and procedures.
- The Head or Head of Pre-Prep to complete the missing pupil paperwork for the pupil's records including:
 - Circumstances of the pupil's absence
 - Circumstances of the pupil's return
 - Any reasons given by the pupil for going missing
 - Any action taken in the light of these reasons
 - Action of the police, if any
 - That UKVI has been notified if a child who has gone missing does not return.

Missing Child Protocol

Child is identified as missing by a member of staff

Phone Head on
07876 774792
Parents informed after
initial search.

Phone School Office
01242 522697

Office contact Head of
Pre-Prep
Parents informed after
initial search.

Office contacts Deputy
Head (Pastoral).
DH(P) oversees search
party to sweep grounds
and buildings.

Office contacts
Gloucestershire Police on 101
and emails physical
description and clothing.

Office contact Head of
Boarding
if child is a boarder.
Check for mobile phone
and call it. Check dorm
for missing clothes and
possessions.

Office checks Registration
data, Health Centre, off-site
trips and timetable changes.

- If pupil is not located on site, DH (P) consults with police to have bus and train stations checked.
- If pupil has a sibling in College, relevant staff are informed.
- DH(P) reports back to Head when pupil is located and HM phones parents.
- DH (P) arranges for pupil to be collected and ensures a positive response upon his or her return.