

## Forres Sandle Manor (Non-Academic) Policy

Policy Title	Missing Children
Policy Lead (Appointment (& Initials))	Bursar (CI-J)
Date of last review	September 2019
Date of next Review	September 2021

### ACTION IN THE EVENT OF A CHILD BEING REPORTED AS MISSING

- Upon first suspicion, the staff member should check the immediate vicinity. If the pupil is not found within the first few minutes inform a member of the Senior Leadership Team. **The time is to be noted as this is critical to the wider process.**
- Senior member of staff (and others) to interview other children to ascertain details and check School Office.
- SLT member to sound School Fire Alarm so all children assemble and a register can be taken. If pupils still not accounted for.
- SLT member organises a search as shown below and issues the following:
  - Walkie-Talkies.<sup>1</sup>
  - Copy of this instruction.
  - Marked Area Map and Control Net Diagram.

} Held by the Bursar

Area 1	Area 2	Area 3	Area 4	Area 5	Area 6
Mews, Marchants, Art Studio, Science Lab, Blake's Barn, Cabin Classroom, Lecky's, Stable Building, Quad Block, Food Tech. Hub, CDT, Pavilion, and all shrubbery & undergrowth in general area	Dudley-Hill Hall, Car park area, Music/IT Block & Lower School	Main Building Ground Floor (including cellars)	Main Building 1 <sup>st</sup> and 2 <sup>nd</sup> Floors (including cupboards and under beds)	<p><b>5A.</b> Front of School and bushes, Top Moor area and woods, Storage Barn, Pond area, Ladies Drive to end.</p> <p><b>5B.</b> Pool, Front Terraces, Gardens, Bothy, Climbing frame &amp; hard courts area, Woods adjacent to sports pitches, Main Drive and bordering undergrowth.</p> <p><b>5C.</b> Woods bordering sports pitches, Marl Lane, Old Railway Line.</p>	<p>By car down the drive. Turn right to old gates. Turn around.</p> <p>Drive towards Fordingbridge and left into Normandy Way. Into Marl Lane and return.</p>

- Report back to SLT member **WITHIN 15 MINUTES.**

<sup>1</sup> Walkie-talkies have approx range of 3½ miles. Range will be affected by intervening obstacles.

- Then.....SLT member of staff to telephone child's home if within 5 miles.
- If the search remains unproductive, and ***after no more than 30 minutes of the suspicion first being reported***, alert the Police by dialling 999 with name, age, description, clothing and home address of the child together with details of whether parents are aware.
- SLT member of staff to organise mobile search parties as below and with reference to the child's home address. Each car to carry a school mobile phone:

<b>Car 1</b>	Marl Lane, Puddleslosh Lane, Whitsbury to Fordingbridge Road.
<b>Car 2</b>	The drive, into Fordingbridge, right by Lambretta's Italian Restaurant and out on the road to Alderholt, turning right down Ashford Lane to Augustus John Pub.
<b>Car 3</b>	Down the drive, turn right to Sandleheath, right onto the Rockbourne Road. After pylons, turn right up track to forestry area.

- Simultaneously, organise a second search of Areas 1 - 6 shown by the table on Page 1.
- If the child is a boarder and the search remains unproductive after a further 30 minutes, alert the parents.

