

Forres Sandle Manor (Non-Academic) Policy

Policy Title	Missing Children
Policy Lead (Appointment (& Initials))	Operations Director (RT)
Date of last review	September 2020
Date of next Review	September 2022

ACTION IN THE EVENT OF A CHILD BEING REPORTED AS MISSING

STAGE 1

- Upon first awareness of child's/children's absence, staff member should
 1. Email 'Teachers' - Subject: Missing Child & child's or children's name and where they are expected to be.
 2. Verbally Contact:
 - School Office (between hours of 8..30am – 5pm)
 - Matrons - 5.00pm – 8.30am.
- School Office will verbally contact:
 - Matrons
 - LC
 - Music Faculty
- Matrons will check:
 - Activities
 - Dormitories
- If child/children found – Teachers informed by email
- If child/children not found, alert SLT verbally and inform all teachers by email.
- **The time is to be noted as this is critical to the wider process.**

STAGE 2

- Senior member of staff (and others) to interview other children to ascertain details.
- SLT member to sound School Fire Alarm so all children assemble and a register can be taken. If missing pupils still not accounted for, remaining children return to class and;
- SLT member organises a search as shown below and issues the following:
 - Walkie-Talkies.¹
 - Copy of this instruction.
 - Marked Area Map and Control Net Diagram.} Held in the Bursary

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

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 st and 2 nd Floors (including cupboards and under beds)	<p>5A. Front of School and bushes, Top Moor area and woods, Storage Barn, Pond area, Ladies Drive to end.</p> <p>5B. Pool, Front Terraces, Gardens, Bothy, Climbing frame & hard courts area, Woods adjacent to sports pitches, Main Drive and bordering undergrowth.</p> <p>5C. 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.**
- 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:

Car 1	Marl Lane, Puddleslosh Lane, Whitsbury to Fordingbridge Road.
Car 2	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.
Car 3	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.

