

Forres Sandle Manor (Non-Academic) Policy

Policy Title	Missing Child Policy
Policy Lead (Appointment (& Initials))	Deputy Head Pastoral (LM)
Date of last review	Oct 2025
Date of next Review	Oct 2026

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
 - Check SOC's to identify a possible timetable change. E.g music lesson or counselling session.
 - Email 'Teachers' - Subject: Missing Child & child's or children's name and where they are expected to be.
 - 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:
 - Check all staff have their mobile phones
 - Copy of this instruction.
 - Marked Area Map and Control Net Diagram.

} Held in the Bursary

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

- 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 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 the railway pub and hotel.
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.

