



RADLEY

Missing Children Policy

November 2025

Aim

The aim of this policy is to clarify the protocol which boarding staff should use in the event of a pupil missing roll call.

Missing Pupil

The timings given in the document are for guidance. Exact timings may vary depending on day of the week, time of day, age of pupil.

Pupils missing during the working day will be identified through the College's registration process. Absence in lessons and/or activities should be reported to the Social Team. Dons are expected to flag absences to any formal commitments.

All pupils must be clear that they should be back in Socials by 10.15 pm

Training for dealing with missing pupil situations.

Once the roll call registration window has ended, the following actions should be taken:

*The following checks will be made immediately and completed within the first **15 minutes** of the pupil being missing:*

1. Check ISAMS **Absences** to see if the pupil is away for any other legitimate reason or trip.

Check with the **Signing Out** book, **Form master**, **Health Centre** that the pupil is not with them.

Make certain that the pupil has not gone on a Privi (Saturday night only) or any family occasion and check emails and answerphone messages.

2. Ring his mobile phone. If there is no response, ask one of his year to ring him from their mobile and check his **social media location**.

If he has friends in another Social, ring the Tutor and get him to ask his friends if they know his whereabouts or to see if he is there.

3. Check with his peer-group whether he is on an outing or similar and has failed to say anything in advance. If boys say that he is, ring another Tutor with boys on the same trip to confirm the outing and ring the don in charge.

If the boy has still not appeared, return to his peer-group and stress the seriousness of the situation (Police, parents, the Warden etc. needing to be informed).

4. Leave large messages for him on his door, bed etc. to say that he must report to you immediately he gets back, whatever the time. Ring his mobile again.

*If the pupil has not been located within the first **45 minutes** (or earlier, depending on time of day) of the pupil being missing:*

5. Ring the Sub-Warden who will inform the Warden. If the Sub-Warden is unavailable, ring the Warden direct. If neither available, ring Deputy Head Pastoral.

6. Agree with the member of CMT an approach which will include ringing the boy's parents to find out if they know where he is and outlining what the next steps will be.

Having contacted the boy's parents, it is vital that they are kept informed of action being taken on a regular basis. As soon as the pupil is found, the parents should be made aware as a first priority.

*If the pupil has not been located within first **75 minutes** (or earlier, depending on time of day) of the pupil being missing:*

7. Informing the Police (and possibly the Transport Police) will be the next step. The Sub-Warden or a member of CMT will take responsibility for doing this.

If a boy cannot be found or accounted for during the morning or disappears during the day, the same enquiries as above should be made: ask everyone who might have any knowledge of his whereabouts, look at the absences folder online, check with the Health Centre and/or Music School; if these draw a blank, then follow the process described here.

Having successfully located the missing pupil, a review of the circumstances surrounding the incident should be made and a report (email) should be made to the Deputy Head (Pastoral).

The Tutor should communicate details of the incident to the parents as soon as is possible and within 48 hours.

A CPOMS record should be created for any pupil who has gone missing.

