



BREDON  
SCHOOL

## **Procedure in the event of a missing child**

Date: October 2022

Author: Senior Deputy Head and Director of Boarding

Review Cycle: Annually

Next Review Date: October 2023

Bredon School is owned and operated by Cavendish Education; the Proprietary Body also known as the Governing Body. Any reference to Governors means any Director of Cavendish Education.

This Policy document is one of a series of Bredon Policies that, taken together, are designed to form a comprehensive, formal Statement of Bredon's aspiration to provide an outstanding education for each and every one of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this Policy needs to be read alongside all of these Policies in order to get the full picture; in particular it should be read in conjunction with the ***Equality Policy, The Health and Safety Policy and the Safeguarding Policy.***

All of these Policies have been written, not simply to meet statutory and other requirements, but to evidence the work that the whole School is undertaking to ensure the implementation of its core values:

'To be a small, family school that genuinely focuses on the individual; ensuring each pupil reaches his or her personal potential and destination by way of a rich and diverse journey based on breadth of opportunity, support and continuously striving towards excellence.'

In all Bredon Policies, unless the specific context requires otherwise, the word "parent" imports the meaning parent, guardian, carer or any person in whom is vested the legal duties and responsibilities of a child's primary caregiver.

**Bredon employs the services of the following consulting companies to ensure compliance is met and the best practice is implemented:**

**Peninsula HR Online  
Peninsula Business Safe (Health and Safety)  
Carecheck (DBS)  
Educare (online CPD)**

**Headmaster:** Mr Nick Oldham BA (Hons), QTS dip NLP

Bredon School, Pull Court, Bushley, Tewkesbury, Gloucestershire, GL20 6AH

**T:** +44 (0) 1684 293156 **E:** enquiries@bredonschool.co.uk **www.bredonschool.org**



# BREDON

SCHOOL

## Context

Bredon School is situated upon a rural 84 acre site of mixed terrain including academic school buildings, boarding houses and playing fields. There is a working school farm, agricultural buildings, stretches of navigable waterway (including the River Severn) and two large areas of woodland all used for educational purposes. On a daily basis, students are spread across the site whilst they access the wide range of curricular and extra-curricular activities on offer.

## Purpose

To as quickly as possible, locate a missing child, return them safely to school or home, inform the relevant parties of the situation and review the incident to learn any lessons.

Annually, a number of risk assessments are carried out to ensure that all has been done to ensure the safety and security of all Bredon School pupils. Central to the measures in place is the provision of school registration, staff supervision of exits at the beginning and end of each day, staff organisation of minibus and taxi departures and regular reminders to the parents of the critical role they play. In addition to the ongoing vigilance of the school there are a number of other times when attendance is checked:

- At breakfast for boarding pupils
- Tutor group registration twice a day, at the start of the school day and following lunch
- Registration check at the beginning of each lesson (Class teacher), and at the end of the lesson if activity has taken place out of the classroom
- When parent or carer arrives to collect a child (yellow slip handed in at Reception by the pupil)
- When boarders return to the houses after school and at evening and weekend roll calls

Teaching staff, along with tutors, are required to accurately record attendance for each lesson/tutor period (within the first 10 minutes of each session) in line with the school's *Attendance Policy*.

**Headmaster:** Mr Nick Oldham BA (Hons), QTS dip NLP

Bredon School, Pull Court, Bushley, Tewkesbury, Gloucestershire, GL20 6AH

T: +44 (0) 1684 293156 E: [enquiries@bredonschool.co.uk](mailto:enquiries@bredonschool.co.uk) [www.bredonschool.org](http://www.bredonschool.org)



**BREDON**  
SCHOOL

To ensure we maintain an effective fire registration system, the following procedures will be followed:

**Staff: AM Registration**

<b>Time</b>	<b>Owner</b>	<b>Process</b>
8am	Reception Team	Populate registers with absence notifications
8.30am	Tutors	Registration opens. Check email for notifications. Forward any absence notifications to Reception and Housemasters.
8.35am	Tutors	Complete registration, save and check AM Registers
8.40am	Reception	Run Registration report and seek reason for no reason absence or incomplete register
8.50am	Pastoral/Reception	Call parents - no reason absence - update registers
9.00am	Reception	Run Full School Report - Fire and attendance
9.00am	Senior Deputy Head & Head of Boarding	Receives escalations and Daily Attendance Report

**Headmaster:** Mr Nick Oldham BA (Hons), QTS dip NLP

Bredon School, Pull Court, Bushley, Tewkesbury, Gloucestershire, GL20 6AH

**T:** +44 (0) 1684 293156 **E:** enquiries@bredonschool.co.uk **www.bredonschool.org**



**BREDON**  
SCHOOL

**Staff: PM Registration**

<b>Time</b>	<b>Owner</b>	<b>Process</b>
1-40pm	Tutors	Afternoon registration opens, Check email for notifications. Forward any absence notifications to Reception and Housemasters.
1-50pm	Tutors	Registration closes. Complete, save and check PM Registers
1-55pm	Reception	Run Registration report and seek reason for no reason absence or incomplete register
2pm	Reception	Run Full School Report - Fire and attendance
2-05pm	Senior Deputy Head & Head of Boarding	Receives escalations

**Headmaster:** Mr Nick Oldham BA (Hons), QTS dip NLP

Bredon School, Pull Court, Bushley, Tewkesbury, Gloucestershire, GL20 6AH

**T:** +44 (0) 1684 293156 **E:** enquiries@bredonschool.co.uk **www.bredonschool.org**



**BREDON**  
SCHOOL

**Staff: Missing from class Registration**

<b>Time</b>	<b>Owner</b>	<b>Process</b>
Class	Teacher	Complete lesson register in full, to include pupils attending.
Registration	Teacher	Email Bredon@ - detailing year and initials only
Registration	Reception	To check all possible avenues, HWC, Garden Cottage, CPS, Peri lesson etc
Not found	Reception	Escalate as annotated on the missing student timetable :- C Eaton (Jarrett) - 07398840427 B Phillips (Sharp) - 07398584485 J Richardson (Thomas) - 07398623871 G Hamilton 07496 850409 Nathan Monk 07494 759812 Alisdair Cradock 07398 623869
Any (up to 30 mins)	All	Location confirmed - Email Bredon@ to inform colleagues
>30 mins	Reception/Pastoral	Escalate to Senior Deputy Head (initiate search procedure)

**Staff: Pupil leaving site**

<b>Action</b>	<b>Owner</b>	<b>Process</b>
Yellow Slip	<b>Parent</b>	To request authorisation and Yellow slip
Yellow Slip	<b>Tutor</b>	Complete Yellow slip. Provide detail of dates if recurring to enable registers to be populated

**Headmaster:** Mr Nick Oldham BA (Hons), QTS dip NLP

Bredon School, Pull Court, Bushley, Tewkesbury, Gloucestershire, GL20 6AH

**T:** +44 (0) 1684 293156 **E:** enquiries@bredonschool.co.uk **www.bredonschool.org**



**BREDON**  
SCHOOL

Yellow Slip	<b>Pupil</b>	Deliver Yellow slip to Reception team at time of departure and sign out
Collection	<b>Parent</b>	Collect from Pull Court, Reception and Car Park
Register	<b>Reception team</b>	Populate registers and record on Fire Register

**Staff: Pupil late arriving**

<b>Action</b>	<b>Owner</b>	<b>Process</b>
Sign in	<b>Pupil</b>	Sign in at Pull Court, Reception
Check	<b>Teacher</b>	Confirm pupil has followed procedure
Register	<b>Reception Team</b>	Populate register and fire register

**Boarding staff: Boarder missing during “boarding time”**

<b>Time</b>	<b>Owner</b>	<b>Process</b>
Roll call missed	Pupil	Normal sign in location (common rooms etc)
Not found	Boarding staff	Search of house and then immediate vicinity where boarder last seen (Astro, gym etc)
Any (up to 30 mins)	Director of Boarding/ Houseparents	Director of Boarding (in his absence Houseparents) coordinates wider search of school site
>30 mins	Director of Boarding	Escalate to Headmaster ( or designated Deputy) (initiate search procedure)

**Headmaster:** Mr Nick Oldham BA (Hons), QTS dip NLP

Bredon School, Pull Court, Bushley, Tewkesbury, Gloucestershire, GL20 6AH

T: +44 (0) 1684 293156 E: enquiries@bredonschool.co.uk [www.bredonschool.org](http://www.bredonschool.org)



# BREDON

SCHOOL

## Search procedure

1. Once the Safeguarding team (and the rest of SMT) have been informed, a search of the grounds and buildings will be coordinated by the DSL. They should take into consideration the vulnerability of the child, any knowledge from friends about the person's state of mind or intentions if known.
2. If the onsite search is unsuccessful, the search can be widened beyond the Queenhill and Bushley gates. In the event the child is found a decision should be made by SMT whether to inform the parent who normally should be advised of the incident.
3. In the event that after the initial search the location of the child is still unknown, the SMT member should inform the Headmaster immediately. The Headmaster (or designated Deputy) will decide if the parents/guardian should be informed. Again the age, vulnerability and state of mind of the pupil concerned should be considered. The decision on whether to call the police to report a missing person should be made within 30 minutes of the start of the initial search.
4. When the police arrive following the SMT's decision to call 999, formal responsibility for the search will pass to the police, but the Headmaster (or designated Deputy) will ensure that the school staff make themselves appropriately available to assist further with the incident.
5. As soon as possible after the incident the Senior Management Team must report the incident, record it as a Safeguarding concern with the DSL and also inform the Cavendish Education Compliance Director.
6. A member of the SMT will sensitively discuss with the child's parents the events surrounding the disappearance of the child. If at all possible this will be done in person at the end of the day but failing that the member of the SMT will telephone the parents to give brief accurate information about the incident. Staff should be asked to refer any enquiries they have or any enquiries from the media, about the incident, to the Headmaster.

## Follow-up procedure

As soon as practicable after the incident, a member of SMT will write a report which will be used by the Senior Management Team as part of the incident review. This review will aim to look for improvements to this procedure and avoid any further occurrences of the incident.

Date: October 2022

Author: Senior Deputy Head and Director of Boarding

Review Cycle: Annually

Next Review Date: October 2023

**Headmaster:** Mr Nick Oldham BA (Hons), QTS dip NLP

Bredon School, Pull Court, Bushley, Tewkesbury, Gloucestershire, GL20 6AH

T: +44 (0) 1684 293156 E: enquiries@bredonschool.co.uk [www.bredonschool.org](http://www.bredonschool.org)