HEADINGTON RYE
OXFORD · PREP SCHOOL

Prep School Missing Pupil Procedure including EYFS

Reviewed by	Head of Prep
Date of last Review	September 2025
Next Review date	October 2026

Headington Rye Oxford Prep School, Oxford OX3 OBY Tel No (01865) 759400

Missing Pupil Procedure

The welfare of pupils at Headington Rye Oxford Prep School is of paramount importance and all staff are trained to understand the role that they play in keeping pupils safe at all times. The purpose of this policy is to detail the procedure to be followed in the event of a pupil going missing from School in order to ensure that an investigation is carried out in a calm and organised manner.

A pupil who has been registered as present at school, but who is absent from a session, is deemed to be a missing pupil.

Following the reporting of a missing pupil the following procedure shall take place:

- Staff will be careful to remain calm and to ensure that the other children remain safe and are adequately supervised.

- Peers of the pupil will be questioned to see if they know where the pupil might be.

- Staff should ensure that other children are not left unattended and put at risk. They will immediately inform a member of SMT and the Head who will organize a search party to check around the school premises.

- The search will include all buildings and a thorough check of exits, doors and gates to see that there has been no breach of security.

- At this stage the child's parents/carers will be telephoned. Further action beyond this shall be taken in consultation with the parents/carers, and the Head, or other SMT members in her absence.

- If the child is still not found after 15 minutes, the Police should be informed.

- While waiting for the Police and the parent/carer to arrive, searches for the child will continue. During this period, staff will maintain as normal a routine as is possible for the rest of the children at the school.

- A senior member of staff will be responsible for meeting the Police and the missing child's parents/carers. He/she will co-ordinate any actions instructed by the Police, and do all she/he can to comfort and reassure the parents/carers.

- Once the incident is resolved, the SMT and the staff team will review relevant policies and procedures and implement any necessary changes.

- All incidents of children going missing during the school day will be recorded on CPOMS and a member of the SMT informed so relevant policies and procedures can be reviewed.

- Parents will be informed if their child was temporarily missing during the school day.

- The Deputy Head Pastoral of the Senior School will be informed.

Procedures for trips and visits

When a member of staff or parent volunteer notices a child is missing, after an initial search, they must notify the Group Leader and where possible a member of staff on the site of the trip. The Group Leader will alert all members of staff on the trip and contact the Head on 01865 759410/01865 759400 (Reception).

- All pupils will be brought together in a safe and sheltered place to be supervised by the Group Leader and an additional member of staff so that the remaining staff can conduct a search. A thorough search of the site, both indoors and outdoors will be conducted.

- The search will include a thorough check of exits, doors and gates to see that there has been no breach of security.

- At this stage the child's parents/carers will be telephoned. Further action beyond this shall be taken in consultation with the parents/carers, and the Head, or other SMT members in his absence.

- The Police should be informed if the child has not been located after the search of the site. This should happen within 20 minutes of the original alert.

- Staff supervising the remaining pupils will take the register.

- The Deputy Head Pastoral of the Senior School will be informed.

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