

## LOST/MISSING PUPIL POLICY

- ▲ Boarding Staff keep registers with Boarders clearly indicated.
- ▲ During normal lesson time Boarders' absence is the teacher's responsibility. At all other times absence will be noted by Boarding Staff.

### **Procedure for locating absent pupils:**

1. Talk to other boarders
2. Notify staff to search site and convey information to Sr Danuta/ Sr Francis
3. Call the child's mobile number if possible
4. Ring the fire bell to make sure that the pupil is not on the premises
5. If child's whereabouts are still unknown; call parents and notify the police with all relevant details.

*Prepared by Sr Fr Sept 2010; Reviewed by Sr D: March 2012; Jan 2013; Jan 2014; Feb 2015; April 2016; 09.2017*

*Next review due: Summer 2018*