



‘Missing Students’ & ‘Uncollected Students’ Policies

Missing Students:

Procedure to be followed in the event of missing students.

For the purpose of this policy a student is deemed to be missing if:

- They are not at White Lodge, Upper School, Jebson House or Wolf House at a time required by the house rules or at the time arranged between the student, the student’s parent or guardian and a member of the RBS staff.
- They have not arrived at the expected address supplied on leaving White Lodge, Upper School, Jebson House or Wolf House and there is no explanation for the student to be missing or explanation from the student’s parents or guardians.

Procedure to be followed by duty RBS pastoral staff:

- Ascertain from the records the reasons for leave e.g. authorised school visitor event, theatre/dance musical visit, other social event or visit or overnight leave with parents, guardians or other authorised person.
- Ascertain if missing student was alone or, at sometime, with others known to the student or the school.
- To carry out the above suitable enquiries should be made which could involve one or more of; talking to student peers regarding movements of missing students, telephoning transport authorities concerning any travel problems, telephoning last known contacts as shown in signing out records.

If these enquiries fail to shed light on the whereabouts of the missing student/s and duty RBS pastoral staff are sufficiently concerned about the safety and welfare of students then staff should contact the parents or guardians of the student if they have not already done so and the police.

Duty RBS pastoral staff must then inform the following staff:

For Upper School, Jebson House or Wolf House;

Reception – 0207 836 8899

The Academic and Pastoral Principal – 01689 859196

or The Assistant Director – 0208 994 9312

For White Lodge;

Reception – 0208 392 8440

The Head of Boarding – 0208 392 8473

The Head of White Lodge – 0208 392 8470

These staff will keep the Director informed as the case develops.



'Missing Students' & 'Uncollected Students' Policies

Uncollected Students:

Procedure to be followed in the event of students not being collected by parents or guardians.

If a student is not collected from White Lodge, Upper School, Jebson House or Wolf House by parents or guardians at a pre-arranged or expected time, RBS duty staff should do the following:

- Contact parents and/or guardians to ascertain the reason for non-collection.
- At no point should the student/s be left unaccompanied, isolated or uninformed of the procedures being followed. Students should always remain within the designated school 'sites' until collected or unless authorised to do so by a parent.
- If necessary and feasible to do so, refreshments and/or meals should be offered to the student.
- If necessary, arrangements should be made with taxi companies, chaperones or other outside agencies by the duty member of staff.

Please note that, unless otherwise specified, duty staff remain 'on duty' until the satisfactory completion of all 'hand-over' arrangements.

In the event of a continued lack of communication with parents or guardians, duty staff should inform the following staff as suitable and then further arrangements will be put into place as necessary:

For Upper School, Jebson House or Wolf House;

Reception – 0207 836 8899

The Academic and Pastoral Principal – 01689 859196

or The Assistant Director – 0208 994 9312

For White Lodge;

Reception – 0208 392 8440

The Head of Boarding – 0208 392 8473

The Head of White Lodge – 0208 392 8470

Revised 01/01/2010

SB MF