



KING WILLIAM'S COLLEGE

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# King William's College & The Buchan School

## Missing Student Policy

Issue Date: 09/17

Last Review Date: 02/19

Next Review Date: 02/20

Stuart Corrie (Deputy Head Pastoral)

## MISSING STUDENT POLICY

### 1. Students missing during the school day

1.1 Students are usually missing during the academic day for legitimate reasons. If a student has not registered, their name will appear on the absentee list circulated by the Receptionist **at the start of the morning or afternoon session.** The School Receptionist will follow up any unauthorised absence of day students.

1.2 If a student fails to attend a lesson:

- Check on iSAMS to see if the absence is explained.
- Ask other students in the class if they know the whereabouts of the missing student.
- Send an email to **"KWCTeaching@kwc.im"** asking if anyone knows the whereabouts of the missing student.
- Ask a student in the class to try calling their mobile telephone.
- If you cannot obtain any relevant information, inform the following people immediately: Year Head, Deputy Head Pastoral and the Principal's PA.

1.3 At this stage, at the discretion of the Year Head, a search of the buildings and grounds will be implemented. If the student is not found, the Year Head will contact parents. If the student is still not found, the Deputy Head Pastoral will liaise with the Principal and inform the Police giving all relevant details.

### 2. Boarders missing beyond the school day

2.1 If a boarder fails to return to the House at the appropriate time, or is otherwise not where they should be:

- Confirm as far as possible that the student is absent from College without permission (check the House, The Hundred and Jackson House with the assistance of the duty prefect, Medical Centre, other likely spots).
- Enlist the help of friends of the student to establish where and when he/she was last seen.
- Phone the other Boarding House to ask if they have been seen.
- Phone the missing student if they carry a mobile phone and their number is known. If there is no answer, ask one of their friends to try calling – they may be avoiding you!

2.2 If the student is not found then alert the Head of Boarding and the Housemistress (in the case of a missing female student). A search of the buildings and grounds will be implemented and co-ordinated by the duty tutor.

2.3 Consider taking a drive around the locality – you may be lucky.

2.4 If the student is still not found the Head of Boarding/Housemistress must inform the parents and/or guardian. If the student remains unaccounted for then the Head of Boarding/Housemistress will liaise with the Deputy Head Pastoral, Principal and inform the Police giving all relevant details. The Principal must be kept informed.

2.5 All missing boarder incidents must be reported to the Registration and Inspection unit:

Registration and Inspection Unit, Ground Floor, St George's Court, Hill Street, Douglas. IM1 1EF.  
Telephone: +44 1624 642422. The Statutory Notification of Events form (<https://www.gov.im/media/1350642/2016-notification-of-events-form.pdf>) must be filled in and sent via e-mail to: [RandI@gov.im](mailto:RandI@gov.im)

### **3. Boarders failing to return from home**

- 3.1 When the return to school of a boarder is overdue and the school has not heard from the student or their parent/guardian, the duty tutor will ring parent/guardian. Telephone numbers can be found on iSAMS.
- 3.2 If there is no reply, a message should be left if this facility is available. The duty tutor will continue to try to make contact throughout the evening, including contacting friends at school to obtain any relevant information that may help in locating the student.
- 3.3 If all attempts to establish contact fail the Head of Boarding will be informed and will decide what further action may be needed. The Deputy Head Pastoral and the Principal will be informed if the Police need to be contacted.

- 3.4 All missing boarder incidents must be reported to the Registration and Inspection unit:

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# Missing Student Procedure for Houses

If a student is missing from roll call:

1. Confirm as far as possible that the student is absent from College without permission (check the Houses with the assistance of the duty prefect, Medical Centre, other likely spots).
2. Enlist the help of friends of the student to establish where and when he/she was last seen.
3. Phone the other Boarding House to ask if they have been seen.
4. Establish, if you can, the possible reason(s) for and time of departure, and destination
5. Phone the missing pupil if they carry a mobile phone and their number is known. If there is no answer, ask one of their friends to try calling – they may be avoiding you!
6. Alert the Head of Boarding and the Housemistress (in the case of a missing female student)
7. Consider taking a drive around the locality – you may be lucky
8. If the student is still not found, the Head of Boarding/Housemistress will inform the parents/guardians.
9. If the Student is still unaccounted for, the Head of Boarding will liaise with the Deputy Head Pastoral and the Principal. The Police will normally be informed at this point.
10. All missing boarder incidents must be reported to the Registration and Inspection unit:

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