

## Appendix 1: Missing Pupil Location Search

If a pupil is deemed to be missing whilst at College, and attempts to locate the pupil by their HMM/Head of Prep via mobile phone or in the immediate vicinity of the Prep School/Boarding House/Medical Centre have proven unsuccessful, the following search procedure shall be undertaken by as many staff as possible:

Staff	
1	Swimming Pool and Sports Centre
2.	Prep School Garden and Granville Green (to include pathway/outside area from Prep Garden down to the Dining Hall)
3.	HMMs notified to undertake immediate search of all Boarding Houses
4.	Main Building Ground Floor: Reception, College Store, Coffee Shop, Admissions/Marketing corridor, Exams Hall, Ampitheatre and covered walkway from Sports Centre to Coffee Shop.
5.	Main Building First Floor: Classrooms, Toilets, Staff Common Room, Library, Administration, Dining Room (including kitchens), Duke of York, Theatre Studio, DT
6.	Main Building Second Floor: All classrooms, toilets from Chemistry/Physics down to Art/Music including the Surau/classrooms/offices on the walkway above the library.
7.	Main Building Third Floor: All classrooms, toilets and offices including the Grayling Centre and all music practice rooms.
8.	4G and Sanatorium
9.	Hockey astro, Rugby pitches and Tennis courts
10.	Pavilion, Cricket Pitch, HM's House
11.	Staff Apartments
12.	Security Guards notified to check outlying areas, including all roads/pathways/doorway and hedges.

*\*Note: Stairwells/Fire Escape routes to also be checked in each location*