



North London Grammar School

Missing Pupil within School Procedures

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Reviewed by	Mrs. Lena Dhrona
Approved by	Mr. Adak, Headteacher
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1. Important Contacts

ROLE/ORGANISATION	NAME	CONTACT DETAILS
Headteacher	Fatih Adak	fadak@northlondongrammar.com
Designated safeguarding lead (DSL)	Christopher Hammond	c.hammond@northlondongrammar.com
Deputy DSL	Gillian Erdil	g.erdil@northlondongrammar.com
Deputy DSL - Boarding	Mr Karatas	ekaratas@northlondongrammar.com
Local authority designated officer (LADO)	Rob Wratten	0208 359 4528 Rob.Wratten@Barnet.gov.uk
Chair of governors	Rustam Aliyev	raliyev@northlondongrammar.com
Channel helpline		020 7340 7264

2. Policy Statement

The School recognises its moral and statutory responsibility to safeguard and promote the welfare of all children. We endeavour to provide a safe and welcoming environment where children are respected and valued and to always consider the best interests of the child. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. We operate within a culture of openness and recognise and accept that abuse can happen in any organisation.

3. Introduction

This procedure is to be used for searching for, and if necessary, reporting, any pupil found to be missing from North London Grammar School and Boarding on any given school



day or school activity. The procedure includes the requirement to record any incident, the action taken and the reasons given by the pupil for being missing.

- **A child going missing is a potential indicator of abuse, neglect, exploitation, or safeguarding risk (KCSIE 2025).**
- **All unexplained absences must be investigated immediately.**
- **Information will be shared in line with safeguarding and GDPR requirements.**

All staff (including teaching staff and support staff, governors, and vetted volunteers and freelance workers where they are likely to be involved in teaching/supervision of pupils) will be made aware of this procedure during their induction and through ongoing training.

The Designated Safeguarding Lead (DSL) or in his absence, a Deputy Designated Safeguarding Lead (DDSL) should always be informed when a pupil is found to be missing. The DSL, deputy DSL or (in the case of boarders) the head of boarding will always apply the locally agreed procedure in acting to safeguard any child who is missing from school. In particular, the matter will be referred to other agencies, including children's social care services and/or the police, in cases where a pupil has gone missing on repeat occasions, or where a single instance of truancy or running away gives rise to concerns of abuse or neglect or other risk of harm, or where there is evidence of a crime.

4. Missing Child Procedure in School

Missing Child Procedure in School

Our **Missing Child Procedure** in school ensures a prompt and effective response if a child goes missing during school hours or an off-site activity. It aligns with *Keeping Children Safe in Education (KCSIE) 2025* and other safeguarding guidelines. Below is a structured approach to handling such situations:

1. Immediate Action (First 10 Minutes)

- **Alert Staff:** The staff member who notices the child is missing must immediately inform the designated safeguarding lead (DSL) and in his absence a member of the senior leadership team (SLT) who are also Deputy Designated Safeguarding leads (DDSL). This can be done by sending a responsible student to the DSL's office or emailing the DSL copying in the reception team.
- **Reception Team will Check Attendance Registers:** Verify attendance records, including sign-in/sign-out logs for appointments or early departures.



- **The DSL with the Reception Team and Head of Year will Search the Premises:**
 - Classrooms, toilets, playground, corridors, storage areas.
 - School entrance/exit points, car parks, and any secluded areas.
- **The Head of Year and Teacher will ask Other Pupils & Staff:** Gather information from classmates and staff on when and where the child was last seen.

2. Escalation (If Not Found After 10-15 Minutes)

- **Secure School Premises:** Lock external doors/gates if necessary to prevent further unauthorized exits.
- **Contact Parents/Carers:** Inform them immediately to check if the child has returned home or been collected unexpectedly.
- **Inform Headteacher & DSL:** They will determine the next course of action and whether to involve external agencies.
- **Check CCTV:** Review security footage for signs of the child's movements.

3. External Escalation (If Not Found After 20-30 Minutes)

- **Call the Police (999):** Provide them with:
 - Child's full name, age, description, and any distinguishing features.
 - Last known location and any relevant details.
 - Home address and parental contact information.
- **Inform Local Authority Safeguarding Team:** The DSL will report the incident as per local safeguarding protocols.
- **Continue Search Efforts:** Staff should keep looking while authorities are en route.

4. Post-Incident Procedures

- **Record the Incident:** Complete a detailed report on CPOMS including:
 - Timeline of events.
 - Actions taken and responses from parents, staff, and authorities.
 - Outcome and any safeguarding concerns raised.
- **Debrief & Support:**
 - Provide emotional support to the missing child upon their return.
 - Offer reassurance to other students and staff affected.
- **Review & Improve Procedures:**
 - Conduct an internal review to identify any procedural weaknesses.
 - Update risk assessments and staff training if needed.
 - Strengthen supervision measures in high-risk areas.

The following Preventative Measures are in place:



- **Registers:** All staff take am and pm registers and subject registers are taken for each lesson whether in school or taken off site for Physical Education or other activities (a head count is also taken to confirm numbers).
- **Supervision Protocols:** We maintain staff-to-pupil ratios, especially during transitions, outdoor play, and off-site visits.
- **Sign-In/Out Policies:** We ensure strict monitoring of late arrivals and early departures.
- **Security Measures:** We keep doors and gates secure while allowing safe emergency exits.
- **Student Awareness:** We educate children on staying within safe school boundaries.

This structured approach ensures the swift and safe recovery of a missing child while complying with safeguarding regulations under KCSIE 2025.



5. Children on trips and visits

The School's Educational Visits policy provide a framework for managing school visits, taking into account the School's safeguarding and health and safety responsibilities. Appropriate staff supervising ratios are agreed and supervising arrangements will be relevant to the locality, age of pupils and type of activity.

The following procedures apply if a pupil goes missing on a school trip or visit, this includes a boarder.

The member of staff in charge will:

- Attempt to contact the pupil (if numbers are known)
- Speak to other pupils to ascertain when the pupil was last seen and where and what knowledge they have of the missing pupil's last known whereabouts
- Organise accompanying staff/volunteers to search the immediate vicinity and/or the group's recent locations. If the pupil cannot be located within fifteen minutes of them being reported missing, the trip leader (or their deputy) will contact the DSL or, if they cannot be contacted, a DDSL, to inform them that a pupil is missing. At this point, both members of staff will conduct a full risk assessment of the situation and formulate a plan to locate the pupil. Following this telephone call, the DSL will ensure the missing pupil's parents are contacted and kept informed of the situation. If deemed necessary, the trip leader, will contact the police and provide the information required. The member of staff in charge and DSL will continue to liaise at regular intervals until the pupil can be found.

6. Boarders Whereabouts

The boarding house has records of mobile phone numbers for boarders and ensure that they have the appropriate contact number for the member of staff on duty. We have a clear procedure in the student handbook for signing out when boarders leave the house or school campus and signing in on return.

Signing-out records are regularly monitored by members of staff. The boarding house can demonstrate the records or house lists used in the event of a fire drill, by day or night. The boarding house has a system of 'signing out' during the day when students arrive at school and "signing in" during the evening on return from school.



7. Missing Child Procedure for Boarders

If a boarder does not return to the boarding house within a reasonable period from when their return was anticipated, every effort will be made to communicate with them and to ascertain their whereabouts. Should it not prove possible to contact the boarder, then unless the Head of Boarding is reassured that their continued absence can be safely explained and is not of immediate concern, the pupil will be treated as missing and, in consultation with the DSL, the Head of Boarding will contact the police.

Suggested Timeline:

This is not a strict protocol, but a guideline for the Head of Boarding on how to respond. The Head of Boarding should risk assess the situation and confirm a specific timeline for action with the DSL or DDSL in her absence on each separate occasion. In the case of a younger pupil, or a pupil about whom there are specific additional welfare concerns, or where information otherwise indicates increased concern, swift action will be necessary, and this will almost always involve contacting the parents and the police.

0 mins - Indicated Return Time

0- 30 mins - 'Late Return' indicated. Try to establish whereabouts of the boarder by speaking to other boarders, Supervisors and try to make contact with the pupil. Unless your investigation raises specific concerns, do not at this stage contact the DSL or any deputies.

30 – 60 mins – The Head of Boarding should continue to seek to contact the pupil, as 'late return' has now become 'not returned'. If unable to contact the pupil, the Head of Boarding should also seek to make contact with the pupil's friends, parents, and the police check for school trips, conduct a basic room check for notes/clothes missing, etc, seeking information as to the pupil's whereabouts. If for any reason there has been a delay in the pupil's absence being discovered, the timescale for action should be tightened accordingly – but there will still need to be a 'seek contact' phase, however compressed. If the parents are overseas, then an email may suffice. However, a phone call must be made if at any stage hereafter the situation indicates there are serious concerns for the pupil's safety or welfare.

60mins + – the Head of Boarding should contact the DSL/DDSL, informing them of the pupil's details and of the steps taken to locate them, and any information that search has yielded. In discussion, a Risk Assessment Judgement will be taken about the level of concern for the pupil; whether sensible/possible avenues for exploration remain; what the Head of Boarding and any other member of staff should do during any such time extension, including key checkpoints for a



subsequent further action & re-assessment, and a cut-off point after which the police must be contacted.

7.1 Missing Borders: Making the Risk Assessment Judgement

A number of contextual factors will be taken into account, including:

- Possible threat factors: Time of day; darkness; weather conditions; known local concerns;
- Proximity of School (and/or School House) timings (e.g. morning or afternoon registration, 6pm dinner registration, 10pm/11pm curfew times) from which the pupil would not have been absent without good reason, or which are worth waiting until before considering them to be missing.
- Individual pupil circumstances: age, judgement, known personal, pastoral or disciplinary issues, (including whether the pupil is an EAL student or has little experience of navigating the city or area), mood and/or communications prior to going missing, previous instances of going missing;
- Any reassurances/likelihood as to their whereabouts;
- Any parental indication of concern.

Specifically:

- In the case of a pupil about whom there are pre-existing welfare concerns then the timeframe must be compressed, and the Police must be contacted by the one-hour point.
- If the pupil is under 16 and staff have received no assurance as to the pupil's whereabouts, then the Police should be contacted at the one-hour point.

All Staff should remember that:

- Early contact with the police may help to save a child's life/save them from significant harm;
- Failing to act within a reasonably responsive time frame could prove costly;
- Staff must feel confident in making sensible judgements as to the whereabouts of the pupil, as a normal parent would – but always erring on the side of caution and believing that 'sooner is better than later'.



8. Contacting the Police

Generally, before the Police are called, the DSL/DDSL and the pupil's parents should be informed. However, where attempts to contact the DSL/DDSL and/or the parents are unsuccessful, this should not delay making contact with the Police.

When contacting the Police to report a Missing Child, call 101 (not 999). Pass to the Police all pertinent details as they request. Ask for their direct contact number, so that you can make swift contact should the situation change.

Where the School contacts the Police during the day or night, the following information should be provided:

- the pupil's name
- the pupil's age
- an up-to-date photograph if possible
- the pupil's height, physical description and any physical peculiarities
- any disability, learning difficulty or special educational needs that the pupil may have
- the pupil's home address and telephone number
- a description of the clothing the pupil is thought to be wearing
- any relevant comments made by the pupil such as "I'm going to run away to Brighton".
- Any suspicion/evidence of a crime.

The information will then be passed to the various police stations through police channels and no further notifications from the School should be necessary – except if the pupil turns up, when the school will notify the police of the pupil's return..

9. Child student Visa Students

The School holds additional reporting responsibilities for those children whom it sponsors as Child



Student Visa holders. If a child who is noted as missing school is the holder of a Child Student Visa, the Responsible Person should notify the DSL or DDSL in her absence, who will inform the Admissions Team and decide upon whether there are further reporting obligations to UKVI.

10. Record Keeping

Depending on the incident, the Head of Boarding, DSL or DDSL will ensure a record is kept of the incident on CPOMS. As such, as soon as possible following the conclusion of the incident, the member of staff responsible for leading the School's response should provide to the DSL (and in the case of boarders, the head of boarding) a written record of:

- the pupil's name;
- relevant dates and times;
- the decisions and actions taken to find the pupil and the reasons for them;
- whether the police or social services were informed;
- outcome or resolution of the incident;
- any reason given by the pupil for going missing;
- any concerns or complaints about the handling of the incident;
- a record of the staff involved;
- Any other salient information.

11. Follow up to a missing pupil incident.

Once a pupil returns from being missing they will be provided with support and the opportunity to discuss the incident with the DSL, the School Mentor, and in the case of boarders, the Independent Listener. They may also be provided with the contact details for external support services (e.g. NSPCC).

The pupil's parents will also be given the opportunity to discuss the incident with the DSL, who will provide advice and support where required.



Any residual concerns about the pupil's welfare resulting from an incident will be acted upon and, where appropriate, Children's Social Care Services and/or the Police will be informed, in accordance with the School's Safeguarding and Child Protection Procedures.