



# GIGGLESWICK SCHOOL

## Missing Pupil Policy

Lead Author(s)	Senior Master, Senior School Head of Prep School
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## 1 INTRODUCTION

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For a pupil to “go missing” is a very rare occurrence indeed and in these situations, Giggleswick School’s (“the School”) first responsibility to parents is to safeguard and promote the welfare of their child. This is, therefore, a critical issue.. The most worrying time is late evening if a boarder is missing or if a pupil has disappeared overnight and is not in House at wake up.

Given the rarity of such an event and the potential for significant harm to occur to a pupil who has gone missing, Senior House Staff (SHS) will deal with any uncharacteristic or unexplained absence and notify the Second Master, DSL or Headmaster. At the Pre and Prep School this will be dealt with by the Head of Prep School, Deputy Head/Pre-School Manager.

This Policy should be read in conjunction with the policies listed below:

- Safeguarding Policy and Procedures
- Attendance Policy
- Pupil Supervision Procedures (in the Staff Handbook)
- Prep School Supervision Policy and Child Collection Policy

At the Senior School, pupils are registered by teachers on iSAMS for every academic lesson and co-curricular activity. There are two other key points in the school day when all pupils are registered, according to statutory requirements, on iSAMS by the member of staff on House duty/tutor:

- 0820: Morning registration (in House, or by tutor group on Saturdays)
- 15.45: Evening registration/‘Line’ Prep School boarders are registered in House at 1700with the other Catteral boarders once they have been transitioned from Prep to Catteral House staff at tea.

At the Prep and Pre-school this occurs in the morning (0820) and at the start of afternoon sessions (1255).

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## 2 PUPIL REGISTRATION

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If a Senior School day pupil or pupil who has not boarded overnight is absent from school at morning registration, School Reception will call parents to ascertain the whereabouts of the pupil by 9am. At the Prep School, absence will be checked by the Head’s PA following registration – checks will be made to see if parents have contacted the School, and if not, parents will be telephoned by 9am. Registration codes will then be amended on iSAMS, as appropriate.

Any pupils who are late for morning registration are to go straight to School Reception/Prep School Office on arrival, and sign the Late Book. School Reception will also monitor the daily list of absentees and in conjunction with the Second Master and DSL, check for unexpected absences.

Pupil attendance is regularly reviewed by the DSL, Second Master and Head of Prep School in line with statutory guidance, and contact made with the Local Education Authority is made as required. Further information is contained in the school’s Attendance Policy.

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## 3 PROCEDURES TO PREVENT MISSING PUPILS

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All Senior School pupils are registered in their Houses at 0820 and 15.45 each day.

At the Prep School, all pupils are registered in their form rooms at 0820 and 1255. Any absences are centrally recorded on iSAMS.

SHS/Form Teachers (Prep School) enter any expected absences on the Out of School list on iSAMS – this automatically flags pupils as absent on class registers for the duration of their absence.

The register is taken for each lesson during the day and recorded on iSAMS. The iSAMS register is checked by the School Reception (Senior School) and Head's PA (Prep School) – any unexpected absences of pupils from lessons are reported immediately via the 'Alert' function on iSAMS Registration Manager by class teachers

The register is also taken during co-curricular sporting activities and recorded by the Sports department on iSAMS – Senior School only.

In the evenings, boarders are registered on iSAMS by 21.00. A House Senior pupil assists the member of staff on duty to conduct final checks on pupils before each house's external doors are alarmed between 2230-0700. A paper copy of the boarding register is kept in case of fire.

Pupils are required to sign out of House in the evenings after tea and at weekends if going to Settle. They must then sign in again on their return. Pupils visiting other houses after second prep are also required to sign in/out as a visitor.

The parents of pupils attending external appointments during school hours must notify SHS who enter absences on the "Out of School" list on iSAMS.

If staff take a school trip or there is an away Games fixture that cuts into teaching time, pupils should be marked as 'Out of School'

Parents may request a leave of absence during term time where there are exceptional circumstances. Requests for leave of this type must be made in writing to the Second Master, or Head of the Prep School. In the Senior School, the Headmaster's decision is final on whether the request is approved; in the Prep School, it is the Head of the Prep School's decision.

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## **4 MISSING PUPIL PROCEDURE**

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### **4.1 INFORMAL CHECKS AND CONTACT (STEP ONE) – FIRST 15 MINUTES**

When a pupil is absent from a lesson, the 'Alert' function is used by teachers to alert key members of staff. The Senior School Receptionist acts as the central point of contact for locating missing pupils during lesson/activity time and they will follow the flow chart in Appendix B to this policy *Outside of timetabled lessons*, in the first instance, it is the responsibility of the SHS (or Tutor on duty) to locate missing pupils. Before declaring that a pupil is "missing" during normal school hours, a number of routine checks should be made. These include:

- Check the Music timetable to see if the pupil has an instrumental lesson with VMT
- Check the Speech and Drama timetable.
- .
- .
- Checking with the Wellbeing Centre/emails for medical appointments, etc.
- Checking emails from colleagues who are undertaking school trips/fixtures during school time.
- Check with Houses ( via Matrons/SHS) that a pupil has not signed out for an appointment.
- Check the signing-out book (to check if a pupil has signed out before leaving school).

- Pupils close to the pupil should be questioned discreetly to establish any knowledge of their whereabouts and reasons for their disappearance. Head of House to be consulted Inform all SHS. Ask them to check their Houses and Common Room areas and signing-in books.

If the pupil has a mobile telephone, it should be called; or a pupil should be asked to call it if appropriate. Messaging/calling them on Microsoft Teams is also an option.

After all the avenues mentioned above have been checked Step 2 will be followed if the pupil is still missing.

At the Pre and Prep School the following steps should be taken:

The Head of Prep School, Pre-school Manager/Deputy Head should be informed immediately if a child is missing. In their absence, it is the responsibility of the staff in charge to follow this procedure.

Check the signing-out registers and enquire with the school secretary/Head's PA to see if there is a known reason for absence. Check timetables for Speech and Drama or Music.

Inform the SHS at Catteral or Matrons. Ask them to check the House, common room areas and signing in/out registers. Also contact Wellbeing Centre, School Shop and Sports Dept.

Ascertain when the absentee was last seen – lesson, registration, meal etc

Pupils close to the pupil should be questioned to establish any knowledge of their whereabouts and reasons for their disappearance. Ask the children in the missing child's class, calmly, if they can tell us when they last remember seeing the child and whether the child was happy or unhappy.

Establish what the pupil might be wearing, what they might have taken with them, what mood they were in, how much money they have, whether they have a mobile phone.

## **4.2 WIDENING THE SEARCH (STEP TWO) (15 TO 60 MINUTES)**

Once informal checks in Section 4.1 have been completed, the following must happen immediately in accordance with the school's Critical Incident Plan. Reception will co-ordinate a live log of actions:

- The Second Master and the Headmaster must be informed;
- The Second Master can at this point organise a search of immediate school area to ensure that the pupil really is missing.
  - Use Staff/Sixth Form pupils, ideally in pairs.
  - Send them to specific areas: Chapel, Sports Hall, squash courts, The Flat, Music School, Gym, Dining Hall (if meal time), Art, Papes, Catteral Pavilion.
  - All areas should be searched both inside the building and around the building.
  - At the Prep School, this would include the main site, PS Science, Music and Art Rooms, Sports Pavilion, Dining Hall, Swimming Pool, DT/Home Ec block, Changing Rooms and Dormitories (Catteral).
  - Use the checklist at Appendix A.
  - Check CCTV footage.
- The pupil's parents must be notified once the search of the immediate vicinity has been completed and the pupil has not been located, to check that the pupil is not at home;  
Parents might also be able to check the locations of the pupil's phone through an App like 'Find my phone'.

- If searches of the immediate school site prove fruitless, wider areas to be searched should be tried (see checklist at Appendix A). A member of staff, usually SHS should be sent to both Settle and Giggleswick Stations, and to go some way North and South on the A65. They should check Settle town centre. Bus stops in the vicinity of the School and in Settle should also be checked.

At the Pre and Prep School the following steps should be taken:

The Headmaster (SEH) should be informed once it has been established that the pupil is missing from School and that a search is being undertaken.

Organise a search of the immediate school area to ensure that the pupil really is missing:

- use staff
- send them to specific areas
- all areas to be searched, both inside and around the building
- use checklist (Appendix 1)
- fully check all spaces, including cupboards and washrooms where a child might hide. Changing rooms and dormitories should be checked and staff should be sent into the grounds. The grounds staff should be asked to assist.
- Ensure that searchers are equipped with mobile phones or walkie-talkies.

A member of staff – normally the Head's PA – should remain centrally located by the telephone to coordinate matters. Anyone searching should be asked to rendezvous with this member of staff at a specific time to report back. A phone call may be made to the pupil's parents (or carer), explaining what has happened, and describing the steps that have been set in motion and inviting them to come to the school at once.

The Head of Prep School will arrange for staff to further search the rest of the School premises and grounds. A member of staff should be sent to both Settle and Giggleswick Stations; they should also check Settle town.

The Head of Prep School, Deputy Head/Pre-school Manager (if Pre-school child) will ring the child's parents and explain what has happened, and what steps have been set in motion. They may ask them to come to the School at once, or delay until further information has come to light

### **4.3 INFORMING THE AUTHORITIES (AFTER 60 MINUTES)**

Once it is established that the pupil has left the school site and their whereabouts is unknown, they should be listed as a 'missing person' with the Police who will advise the School on any subsequent actions.

Contacting the Police:

- Phone: 0845 6060247. This will put you through to the Control Room and they will be able to get radio contact with the local officer on duty. This will ensure we get a much quicker response. The School will provide the Control Room with pupils details, last known location and any relevant safeguarding information.
- If there is a risk that the pupil is in imminent danger of being harmed, call 999.

It is important that at each stage the staff involved record the actions and decisions taken on a central live log, so that a formal written record of the episode is kept.

The DSL would also inform the Local Safeguarding Children's Partnership. The School would cooperate fully with any Police investigation and any safeguarding investigation by Social Care.

If the child remains missing, the School would inform the Chairman of Governors, the School's insurers.

If the child is injured, a report would be made under RIDDOR to the HSE. A full record of all activities taken up to the stage at which the child was found would be made for the incident report. Witnesses would be interviewed and asked to provide written statements. If appropriate, procedures would be adjusted.

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## 5 PUPIL MISSING ON A SCHOOL TRIP

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If a pupil goes missing on a School trip, in addition to taking the appropriate action as detailed on the risk assessment following the agreed safety framework, the member of staff in charge of the School party should contact the Headmaster to inform him of the situation. The designated Trip Leader will also have the contact numbers for local emergency services and will contact them as appropriate.

Once found, the following actions must be taken:

- A member of the Senior Leadership Team (SLT) will speak to the parents to discuss events and give an account of the incident.
- Media queries should be referred **only** to the Headmaster or designated spokesperson.
- The Headmaster will organise a full investigation, and where appropriate involve Social Care. An investigation should involve all concerned providing written statements.
- The report should be detailed, covering time, place, numbers of staff and pupils, when the pupil was last seen, what appeared to have happened, the purpose of the outing, the length of time that the pupil was missing and how he/she appeared to have gone missing, lessons for the future.

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## 6 CHILDREN ABSENT FROM EDUCATION

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This policy is implemented in accordance with the Education (Pupil Registration) (England) Regulations 2024, KCSIE and the local Children Missing Education Protocol (NYCC). The school notifies the LA within 5 days of adding or deleting a pupils in accordance with those regulations.

Children going missing, particularly repeatedly, can act as a vital warning sign of a range of safeguarding possibilities and so any pupil whose absence from school is deemed to be a concern will come under the scope of the Safeguarding Team and DSL.

For sponsored pupils, the School will comply with UKVI Sponsor guidance and report where a sponsored pupil misses the required number of expected contacts or is removed from the register, in line with statutory timescales.

The School must notify the local authority within five days of adding a new pupil's name to the admission register or deleting a pupil at a non-standard transition point under any of the fifteen grounds for deletion listed in paragraph 8 of The Education (Pupil Registration) (England) Regulations 2006. This is irrespective of whether their home address is within the authority or not.

In the case of a pupil who is missing from school, without an acceptable explanation, for a period greater than 10 days, the School will inform the Local Authority.

The NYCC CME Co-ordinator is Julie Hodges and is contactable at:

- Tel: 01609 532477
- e-mail: [CME.Coordinator@northyorks.gov.uk](mailto:CME.Coordinator@northyorks.gov.uk) or [julie.hodges@northyorks.gov.uk](mailto:julie.hodges@northyorks.gov.uk)

An absence due to illness, exceeding one week, may be followed up by the Wellbeing Centre with the pupil's home GP.

SHS and Tutors (and Form staff at the Prep School) will recognise that a pupil who fails to return to school at the appointed time, on repeated occasions, might be at risk. The DSL should be notified if there is a possible concern or a discernible pattern to a child missing school.

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## **7 RECORDS AND GOVERNANCE**

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All actions will be recorded on CPOMS. The DSL or Second Master will review the incident within the next 24 to 48 hours and produce a written report. Aggregated missing-pupil data will be presented termly to the Boarding, Wellbeing and Safeguarding Governors' Committee.

## APPENDIX A CHECKLIST OF AREAS COVERED IN SCHOOL SEARCH

### IMMEDIATE SCHOOL AREA:

✓		Specific Areas of Responsibility	Who
	C	The Green	
		Annexe	
		Brookside	
		Music Cottages	
		CLs	
		Ledge at bottom of HM garden	
		Tunnel below HM lawn	
		Sports Hall (+ WCs/changing)	
		PE classroom	
		Beck	
		Squash Courts incl Toilets	
		Fives Courts	
		Morrison	
	M	Croft	
		'New' footpath to school	
		Style garage	
		Style car park	
		Rubbish compound	
		Medical Centre	
		Old incinerator (canoe store)	
		Nowell	
	N	Languages' classrooms	
		Science block	
		History	
		Music School	
		Old water tanks	
		Domestic Dept/Archives room	
		RWT incl Old Gym/Green Room	
		Paley	
	P	Back quad	
		Shute garage/basement steps	
		Laundry	
		Cellars	
		OP Stores	
		Sharpe Library	
		Dining Hall	
		Hobson Room	

✓		Specific Areas of Responsibility	Who
	S	Shute	
		Swimming Pool	
		Fitness Suite	
		Changing Rooms	
		Boiler Room Steps	
		Design Centre	
		Home Economics	
		Art Block	
		Greenhouse	
		Ladder Store/Pump Room	
		Bursary	
		Behind Bursary	
		Drama Store below Bursary	
		Footpaths to Catteral Hall	
	St	Style	
		Style Annexe	
		Little Howson's	
		Garden	
		Croft	
		Beckside	
		Old Maintenance Yard	
	+	Classroom Block	
		Dutton Centre	
		Stores below Classroom block	
	CH	Catteral House	
	GPS	Partridge Building	
		Prep Study Block	
		Music School	
		Art Block	
		Practice Rooms	
		Science	
		Mill House	
		Pavilion	
		Wooden Pavilion on Pape's	
		Pape's/	
		Ghyll Field	

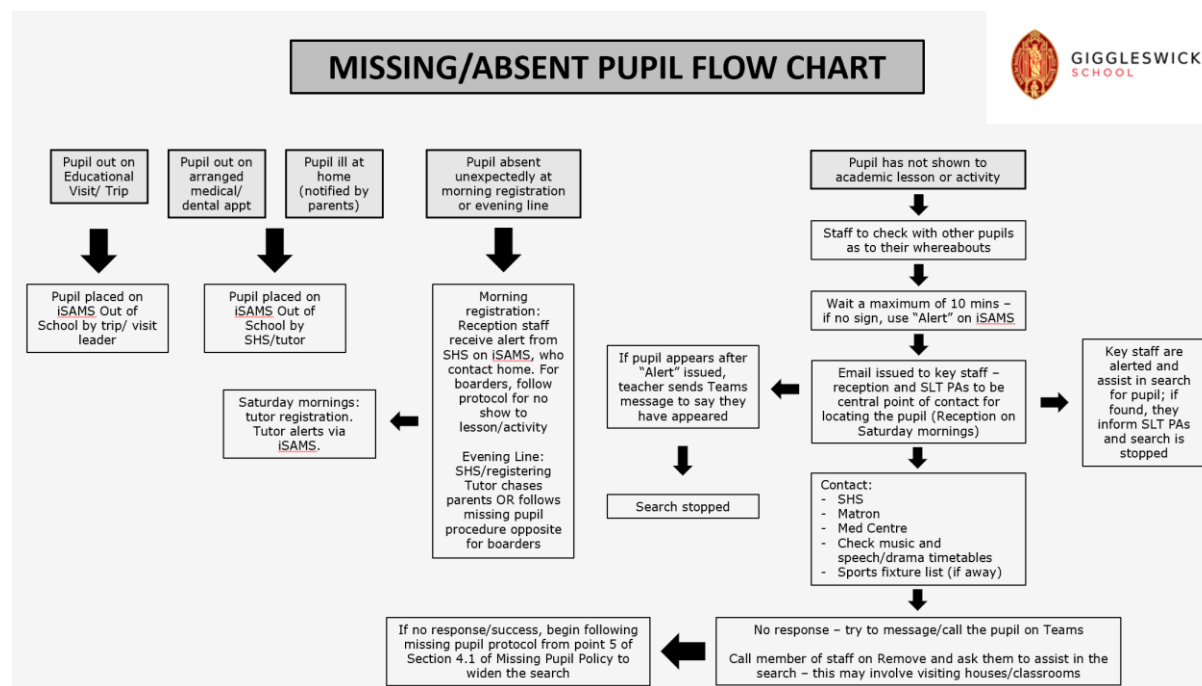


**WIDER AREA:**

✓	Specific Areas of Responsibility	Who
	Chapel	
	Tennis Courts	
	Shooting Ground/Old Tip	
	Barns	
	Top Pitch	
	Cricket Pavilion	
	Gatehouse toilet/stores	
	Observatory Field	
	Hostel Rocks	
	Observatory Woods	
	the Village	
	Harrison Playing Fields	
	Path to Queen's Rock	
	Riverside Footpath	

✓	Specific Areas of Responsibility	Who
	Lords	
	Eshtons	
	Papes	
	Graveyard	
	CCF Huts	
	Thackwood Barn area	
	Route to Golf Course/pump room	
	Old Paley Green Lane	
	Dallacar Lane	
	Schoolboy's Tower	
	Whitefriar's Arches	
	Settle Station	
	Giggleswick Station	
	Bus stops in the School vicinity and in Settle	

## APPENDIX B ABSENT PUPIL FLOW CHART



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**APPENDIX C      PREP AND PRESCHOOL CHECKLIST**


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Partridge Building (Inc. toilets and cupboards/storerooms, Library, role play areas)	
Pre-school building and outdoor area	
GPS Playground and Forest Area	
GPS Music School/Practice Rooms	
GPS Science Lab	
GPS Art Room	
Catteral Boarding House (inc. Dorms and Common Areas) and Matrons Office	
Changing rooms - Catteral	
Catteral Pavilion inc. changing rooms	
Pape's Field – inc. behind wooden pavilion	
Ghyll Field	
Snr Home Economics and DT block	
Swimming Pool	
Main Sports Hall – including gym, changing rooms, squash courts	
Dining Hall/Hobson Room	