



**Fulham**  
**SCHOOL**

**Missing Pupils &  
Uncollected Pupils’  
POLICY**

<b>Reviewed by:</b>	<b>Executive Group</b>	<b>Jan 22</b>
<b>Confirmed by:</b>	<b>Executive Group</b>	<b>Jan 22</b>
<b>Approved:</b>	<b>Board of Governors</b>	<b>March 22</b>

**Next review: Jan 2024**

## **1. Introduction**

It is every adult's responsibility at Fulham School to ensure that the safety and welfare of children is at the front of all that we do. All staff share a responsibility to search actively for pupils who are missing, including working with the police where appropriate. Pupils should be properly supervised at all times when in school and when off site on a trip or visit, with the proper ratio of staff to pupils observed.

For the purposes of this policy, the term 'missing' refers to a pupil being absent without authorisation or explanation. This policy should be read in conjunction with the Child Protection and Safeguarding Policy. For more details of procedures regarding pupils missing on school trips, refer to the Educational Visits Policy.

## **2. Aims**

This policy is intended to:

- Support staff in their principal duty to ensure the safety and welfare of all children
- Ensure staff know how to respond if a pupil goes missing during the school day
- Set out procedures for liaising with the local authority as appropriate

## **3. Registration**

Pupils are registered in the morning at 8:30am or 8.50am depending on school stage. Afternoon registration occurs at the start of the first class after lunch (between 12.45pm and 2.35pm depending on school stage). A list of absentees is held in the school office and on the iSAMS system. After registration the Welfare Officer, Primary/Senior First Aider or office staff verify the register and send round the confirmed list of absentees as soon as possible.

On occasions when a staff member identifies a pupil as missing from their expected location, the procedures set out below should immediately be followed. Communications with parents and the appropriate services (particularly the police) are an integral part of the procedure and all instances of a missing pupil must be reported to either the DSL, DDSL or member of SLT who will work with the School Office (at specific site) to ensure the appropriate investigations are made. Senior staff may adapt these procedures as necessary depending on the circumstances of the incident in accordance with their best judgement of the situation.

## **4. Procedure for missing pupils including EYFS**

A pupil may be identified as missing:

- after an absence at morning registration is not confirmed by the relevant School Office
- by comparing pupils in a class with the day's absence sheet kept in the relevant school office and on iSAMS
- on reconciliation following afternoon registration
- by a report from a fellow pupil

If a pupil fails to attend morning registration without prior communication from home:

- The School Office, nurse or Primary/Senior First Aider will ring parents and/or associated contact numbers before 9.30am

- The School Office, Welfare Officer or Primary/Senior First Aider will initiate first checks by making enquiries of staff and around the site
- If no contact is made with parents or those responsible by 10.00am the DSL, DDSL or member of SLT will be notified

Any member of staff discovering a discrepancy or concern during the day must immediately notify the relevant School Office who will:

- contact and make the necessary checks for example with the tutor/teacher to assess whether the absence is expected, or the school nurse to check for any known medical emergency
- check that the student is not at individual music, LAMDA, SEN or other tutoring/club sessions
- check all lists of trips out of School and check the signing out books in the school offices
- notify the DSL, DDSL or member of SLT if the absence remains unexplained

If the pupil is still found to be missing after these initial procedures, the DSL, DDSL or member of SLT in conjunction with the School Office will immediately:

- initiate and oversee a search of the site and consider sounding the fire alarm to enable whole school registration
- enquire among classmates and friends to see if they have any useful information
- advise all teachers due to teach or tutor the pupil later that day that they must immediately inform the Office if the pupil appears
- the fire alarm will be activated to enable a whole school registration
- seek to establish contact with parents or carers if this has not already occurred
- CCTV footage may be reviewed at this point

If the site search fails:

- a further attempt will be made to inform parents and carers if this has not yet occurred, who will be kept updated at all subsequent stages if available
- the search may be expanded into the local area, focussing on the child's regular routes to and from school if known
- the DSL, DDSL or member of SLT may arrange for the police to be informed using their best judgement of the situation

If the pupil is found, or the incident is otherwise resolved:

- parents will be directly informed
- the police will be informed if they have been involved
- the DSL or Head of school stage (Pre-Prep, Prep & Senior), will initiate a full inquiry and provide a written report. This report and the incident log will be kept on the pupil's file and will be used to inform and improve operational measures to ensure the risk of future incidents is minimised.

## **5. Information to be provided to the police**

Should the school need to contact the police the following information should be provided:

- the pupil's name and 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".

The School will liaise with Children's Services in accordance with local inter-agency procedures.

## 6. Collection of children

Arrangements for the collection of children at the end of the day are agreed between form teachers and parents. Where an alternative carer is collecting the child (for example where one parent is collecting an additional child) this should be agreed with the form teacher and confirmed in writing.

Arrangements for the collection of children at the end of the day are agreed between form/class/nursery teachers and parents.

### **Where an alternative carer is collecting the child:**

1. A known school parent/carer collecting an 'additional' child, -
  - a) this must be agreed with the form/class/nursery teacher and confirmed by email.
2. An unknown adult is collecting a child **with prior knowledge**-
  - a) this must be agreed with the form/class/nursery teacher and confirmed by email with a photo of the adult collecting attached for ID verification
  - b) if photo ID is not available then a password should be agreed between parent and form/class/nursery teacher and included in the email giving authorisation. Without this password the child will not be dismissed into their care
  - c) the child should also be asked if the adult collecting in this instance, is known to them as an extra measure before the child is released into their care.
3. Unknown Adult/Carer is collecting a child **without prior knowledge**
  - a) Child is not released into their care
  - b) Child remains with another member of staff while the Class/Form/Nursery teacher notifies the Head
  - c) Head contacts the parent/emergency number and direction is taken
  - d) Unknown Adult is asked to wait in the Reception Area or playground (depending on pick-up) with another member of staff
4. In the event of a 'known adult' arriving to collect who is **NOT permitted by court order** to collect
  - a) They are detained in a suitable area, (depending on their behaviour,) away from the child and with staff supervision. Head & DSL are informed immediately
  - b) The child is kept in a safe area, out of sight, with staff supervision
  - c) The police are contacted by Head
  - d) The 'authorised to collect' parent/adult will be contacted by Head
  - e) Children's Services will be contacted either by Police or by the DSL

Parents and carers of children from Year 6 may request permission for a child to travel home unaccompanied. This permission must be requested in writing and will be stored in the School Office. For children from Year 9 it is assumed they may travel home alone unless a parent has requested that they be collected.

**Uncollected Child:** If a child has not been collected by a parent or guardian at the end of the school day, a member of staff will remain with the child to ensure that they are safe and well. After a suitable period has elapsed (typically 5-15 minutes) the child will then be taken to the front office/reception.

At this point Office staff or teachers will telephone the relevant family members identified within the Emergency Contact Sheet located in the School Office or on iSAMS. If the child has arrived from the other school site (ie a Pre-Prep child at the Prep site or vice versa) staff will also contact the respective office to learn more. If no contact is made the child will remain in the School Office to wait with a responsible adult until an adult arrives to collect. If the child is still uncollected after 45 minutes the Head, member of SLT or most senior staff member present will be informed and will supervise procedures using their best judgement from that point. Children should remain in the care of a responsible adult at all times and provisions in the Staff Code of Conduct and Child Protection and Safeguarding Policy relating to one-to-one supervision should be observed.

#### **7. Persistent non-attendance (including lateness) and pupils of compulsory school age leaving the School**

If a pupil does not attend school without good reason or goes missing from school on repeat occasions and/or is late on repeat occasions, the matter will be discussed among the pupil's form teacher or tutor, Head of Year and relevant member of SLT. In conjunction with the DSL or DDSL a decision will be taken as to whether the absence or lateness raises safeguarding concerns and appropriate action will be taken in accordance with the Child Protection and Safeguarding Policy.

Children remain of compulsory school age until the last Friday of June in the school year that they reach sixteen. The DSL or DDSL will notify the local authority's ACE team when a pupil of compulsory school age does not attend school regularly or has been absent without the school's permission for a continuous period of 10 school days or more or fails to return to school within 10 school days after a granted leave of absence. In the event that a pupil has not attended school for 10 days or more and no explanation has been given, the pupil will not be removed from the School's admissions register until both the School and the local authority have jointly failed, after reasonable enquiry, to ascertain where the pupil is. In any event, a pupil will not be removed from the register before 20 school days have elapsed and only if the School and the local authority have no reasonable grounds to believe that the pupil is unable to attend due to sickness or other unavoidable cause.

The School is also required to notify the local authority's Admissions and School Planning team if a pupil of compulsory school age is to be removed from the School's admissions register at a nonstandard transition point in accordance with the Education (Pupil Registration) (England) Regulations 2006, which include a pupil leaving to start at another school or the pupil being withdrawn from the school by the parents. The School will also make reasonable enquiries if a child of compulsory school age has been added to the admissions register but fails to start school as a new pupil on an agreed date and will notify the local authority. Further guidance on these duties and the grounds for notification can be found in the DfE's statutory guidance for local authorities, Children Missing Education (September 2016): <https://www.gov.uk/government/publications/children-missing-education>.

The School also notifies the local authority of new pupils of compulsory school age.

The local authority has put in place arrangements for the School to provide this information and the pupil data required to the Admissions and School Place Planning team.

Please note: any serious accident or incident occurring details MUST be logged on iAuditor as soon as possible. (See relevant Head, School Business Manager (H&S), School Welfare Officer)