

Fulham School Missing & Uncollected Pupil Policy – A9

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.

For the purposes of this policy, the term 'missing' refers to a pupil being absent without authorisation or explanation. 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.

This policy should be read in conjunction with the Attendance Policy and 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 and afternoon for statutory registration (see attendance policy) and, from Year 5 upwards, at the start of every class by their teacher. A list of known 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 registers, check against known absences, follow up any unknown absences and circulate the confirmed list of absentees as soon as possible. This list is used by teachers as a point of reference throughout the day.

4. Procedure for missing pupils including EYFS

A pupil may be identified as missing and in such cases, reported IMMEDIATELY to Reception/welfare officer/secretary/Primary First Aider:

- 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
- at any other required activity, etc.

Any member of staff discovering a discrepancy or concern during the day must immediately notify the relevant Reception/welfare officer/secretary/Primary First Aider who will immediately invoke the process on checklist in Appendix 1, recording details in real time. They will also ensure that leadership are alerted with immediate effect. Senior staff may adapt these procedures as necessary depending on the circumstances of the incident in accordance with their best judgement of the situation.

Procedure for a pupil missing or lost at school:

Follow the checklist in appendix 1.

- Staff must be vigilant in respect of the safety of the other children with regard to supervision and security.
- Ensuring that the remaining children are sufficiently supervised and secure, a member of staff should be sent to search each of the following zones, keeping a calm manner and maintaining

contact with the school:

- Zone A – all school buildings – (Including playgrounds)
- Zone B – external surroundings
- Initiate a fire drill procedure to account for every child in the building
- If the child cannot be found by drills then the police and parents must be informed by the Head.
- Meanwhile the office staff will make available a photograph of the child (from database) and their description.
- Staff should continue to search, opening up the area, keeping in touch with the School.
- The child should be comforted and reassured if found.
- The Exec/DSL will lead follow up and staff should be reminded of suitable approach with all pupils given context

Lost whilst off-site (including on sports fixtures):

If a child is lost on an outing, the member of staff noticing the child missing should alert other members of the party and carry out a roll call/head count.

Appendix 2 check list should be followed

- A member of staff (or the whole group if appropriate) should retrace their movements to the last place that the child was seen.
- Another member of staff should alert the management/security services of the organisation being visited and the School office to let them know the situation.
- Children on the visit should be asked for any relevant information if appropriate.
- If the child is not found after fifteen minutes the police will be called and the School will alert the parents.
- Staff will co-operate with the police and take any action as directed by them.

Pupil fails to attend morning registration:

If a pupil is absent at morning registration and no notification has been received from the parent by 8.45:

- the Welfare Officer/School Office/ Primary/Senior First Aider will initially speak to the form teacher to check if they may be at any morning activity
- the School Office, nurse or Primary/Senior First Aider will ring parents and/or associated contact numbers before 9.30am and if reason not resolved, will email primary contacts with copy saved to iSAMS.

If no contact is made with parents or those responsible by 10:30am then the pupil is deemed missing.

- DSL/DDSL should, together with the class teacher, assess the child's vulnerability.
- The Welfare Officer/School Office/ Primary/Senior First Aider will contact the emergency numbers on the pupil's record
- School staff will try to locate the pupil and try to establish the whereabouts of them. This could be further contact attempts or a home visit.
- If home visit fails and no contact is made by 11.30 DSL to contact Children's Services and follow direction from them.

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 checklist will be kept on the pupil's file (iSAMS) and will be used to inform and improve operational measures to ensure the risk of future incidents is minimised, as well as for a pastoral review of individual.

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

5. Collection of children

Arrangements for the collection of children at the end of the day for nursery, pre-prep and prep (up to Year 6) 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.

Where an alternative carer is collecting the child:

- i. A known school parent/carer collecting an 'additional' child:
 - a. this must be agreed with the form/class/nursery teacher and confirmed in writing.
- ii. An unknown adult is collecting a child **with prior knowledge**:
 - b. 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
 - c. 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
 - d. 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.
- iii. 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
- iv. A 'known adult' arriving to collect who is **NOT permitted by a court order** to collect a pupil:
 - a. They are detained in a suitable area, (depending on their behaviour,) away from the child and with staff supervision. Head & DSL/DDSL 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 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/on iSAMS.

For children from Year 9 it is assumed they may travel home alone unless a parent has requested that they be collected.

6. 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 - 10 minutes) the child will then be taken to the School 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 (i.e. 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 taken in accordance with the Child Protection and Safeguarding Policy and Attendance Policy

8. Legislation and Guidance

This Policy bears due regard to the following statutory guidance and other advice.

DfE statutory guidance 'Keeping children safe in education' (September 2023)

DfE statutory guidance 'Children missing education' (September 2016)

Appendix 1: Missing pupil checklist for pupil missing or lost at school

THIS MUST BE SCANNED AND ATTACHED TO iSAMS POST EVENT AND HARD COPY LOGGED IN DSL FILE

Pupil name		
Date		
Time absence noted		
Who reported		
Check	Time recorded & initial of checker	Notes
Signing out books		
iSAMS for absence notes/trips/exams, etc.		
Medical Room		
Counsellor		
Music - in case 1:1 lesson		
SEND- in case 1:1 lesson		
Ask friends		
Call leadership/DSL- the following list to be divided for speed		
Immediate building/grounds check		
Immediate area surrounding the school site		
Initiate fire drill		
Call parents		
Get permission for CCTV check		
OPEN ISAMS AND HAVE PERSONAL DETAILS READY- Member of exec/leadership to call and another to note and provide information Name 1: Name 2:		
Call police & take notes		
<ul style="list-style-type: none"> • Name • DoB • Address/phone number 		

<ul style="list-style-type: none"> • Parent details • Clothes? • any disability, learning difficulty or special educational needs that the pupil may have • relevant comments/intel such as "I'm going to run away". 	
The search may be expanded into the local area, focussing on the pupil's regular routes to and from school if known	
Follow Up required:	

Appendix 2: Missing pupil checklist for pupil missing or lost off site

THIS MUST BE SCANNED AND ATTACHED TO iSAMS POST EVENT AND HARD COPY LOGGED IN DSL FILE

Pupil name		
Date		
Time absence noted		
Who reported		
Check	Time recorded & initial of checker	Notes
Carry out roll call / headcount		
Retrace steps to where pupil last seen		
Alert management/security of organisation being visited		
Alert school office		
Ask other children for any relevant information		
If not found after 15 minutes call police		
If not found after 15 minutes school to alert parents		
Notes for police <ul style="list-style-type: none"> • Name • DoB • Address/phone number • Parent details • Clothes? • any disability, learning difficulty or special educational needs that the pupil may have • relevant comments/intel such as "I'm going to run away". • Details of organisation being visited 		
Follow Up required:		