



FULHAM PREP SCHOOL



FULHAM SENIOR SCHOOL

# **THE FULHAM PREP SCHOOLS**

## **MISSING PUPILS POLICY**

Created by CP: 8<sup>th</sup> June 2016

Adopted: 8<sup>th</sup> October 2016

Next review by the Head: September 2018

It is every adult's responsibility here at Fulham Prep to ensure that the welfare of children is at the front of all that we do. It is the responsibility of all staff to search actively for pupils who are missing, including working with the police where appropriate. We have a healthy ratio of staff to pupils and can ensure that children are properly supervised in areas of the school and when off site on a school trip or visit.

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

Pupils are registered in the morning at 8:40am (Prep/Prep Prep) and 8:30 (Senior). Afternoon registration occurs at the start of the first class after lunch. For juniors this is at 1:25pm. A list of absentees is held in the school office and on our school PASS network. This list is circulated immediately after each registration to all staff via email by the school nurse or office staff.

On occasions when a staff member identifies a pupil as missing from their expected location, the procedures set out below must 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 the Head, Deputy Head, DSL, DDSL and the school secretary before the appropriate investigations are made.

This policy is available to all interested parties on our website and should be read in conjunction with the Safeguarding Policy

## **Procedure: 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 PASS
- on reconciliation with the afternoon registration
- by a report of a missing child by a fellow pupil

If a pupil fails to attend morning registration and no communication is made by home:

- the school office will ring the parents, and/or associated contact numbers before 9.30 am.
- If no contact is made by the parent by 10am the DSL and SLT will be notified.

Any member of staff discovering a discrepancy during the day must immediately notify the relevant school office who shall:

- contact and make the necessary check such as 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 sessions
- check all lists of trips out of School and check the signing out books in the school offices.

If the pupil is still found to be missing, the relevant school office will immediately:

- inform the Head, Deputy Head, DSL, DDSL and the school secretary who will initiate and oversee a search of the site;
- co-ordinate and make the necessary search of the school grounds;
- advise all teachers due to teach or tutor the pupil later that day that they must immediately inform the office if the pupil appears.

If the site search fails:

- the fire alarm will be pulled for a whole school registration;
- the Deputy Head or Assistant Head and parents will be informed;
- on completion of an initial search of the local area and any subsequent searches made over the day, parents will continue to be informed of progress;
- at their discretion the Head, or their designated deputy, will arrange for the police to be informed.

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

- the Deputy Head and parents will be directly informed by the school office;
- the police will be informed if they have been involved;
- the Head will initiate a full inquiry, and provide a written report. This report and the incident log will be kept on the pupil's file.

<b>Reviewed by, date</b>	<b>Next Review</b>	<b>Comments</b>
<b>NB, May 17</b>	May '19	
<b>VL, 1<sup>st</sup> November 2017</b>	May 2019	Whole school Policy