

## SUPERVISION OF PUPILS AND MISSING PUPIL POLICY and PROCEDURE

Written by	<b>School Administrative Officer, Assistant Head Pastoral, Head of Pre-Prep</b>
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***This policy is applicable to all pupils, including those in the EYFS.***

### **Pupils' Arrival and Departure**

Pupils may arrive at school from 8.00am, where they are supervised in the Library until 8.15 am. Boarding children are supervised by the boarding team until 8.15. All day pupils are expected to go home by 5.15 unless they are staying late for prep, enrichment programme or a function. Pupils are not allowed on site without supervision. At least one member of the teaching staff is always present on duty in order to supervise pupils whenever they are in the school outside normal school hours. All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties, as well as late and weekend duties. Staff are on duty in all boarding houses in the evenings and at weekends. Pupils are able to call on a member of staff at any time if necessary.

The main duty times are:

- Early morning duty (8.00am - 8.15am)
- Break duty – morning and afternoon
- Lunch-time duty and lunch break duty
- Changing Room duty
- After-school duty (5.10pm - 6.00pm)

Arrangements are made to ensure pupils are supervised during play and concert rehearsals, or other events that bring small groups into school out of hours. Members of the Sport Department supervise pupils on both home and away matches.

### **Boarding**

All pupils are expected to return to their boarding houses by 7.30pm or after activities. Our Boarding Staff carry out regular patrols of the school until 10.00pm.

### **Registration**

We take a register of pupils at the start of the morning and in study time in the afternoon sessions. Parents are responsible for notifying the school if their child is absent for any reason. The school will always contact the parent if a child fails to arrive at school without an explanation. For boarding, we make sure that we know the whereabouts of all boarding pupils at all times by operating a signing in and signing out system when boarders leave the school, and by registering attendance in the boarding house.

We operate identical registration procedures to day schools; but in addition, we will only release a child at the end of his or her session into the care of a parent or other individual whose name has been notified to us in writing in advance.

### **Medical Support**

There is a matron on duty in the Medical Centre from 8.00am to 6pm daily who is available to administer First Aid, to deal with any accidents or emergencies, or to help if someone is taken ill. A number of members of the teaching staff and non-teaching staff, who are trained and qualified as First Aiders are able to give emergency first Aid. Lists are held in the school office and staff room. We always make sure that a qualified paediatric First Aider is on duty whilst our Nursery children are in school. First Aid boxes are in all potentially high risk areas, as well as in the School Office. All medicine prescribed is logged.

### **Supervision Whilst Travelling To and From School**

Parents are responsible for ensuring that their children travel safely to and from school. Pupils are not supervised by a member of staff when travelling on the school buses; but are expected to behave responsibly. We would always investigate complaints about poor behaviour.

### **Supervision during Educational Visits/Sport Fixtures**

The arrangements for the supervision of pupils during educational visits and trips out of schools are described in our policy: "Educational Visits".

### **Unsupervised Access By Pupils**

Pupils are not allowed to use gymnastic, athletic or climbing equipment without supervision. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities. We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the science laboratories or the design technology room, etc. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities. Pupils do not have access to the Grounds, Maintenance and Catering areas of the school.

### **Staff Induction**

All new members of the teaching staff receive a thorough induction into the school's expectations of the appropriate levels of pupil supervision. Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside normal lesson times, and is available in the staff handbook.

### **Supervision of EYFS Pupils**

Children at Sherborne Pre-Prep are supervised at all times. A staff member is on duty for Early Club housed in Pre-Prep from 8am. All pupils should be brought directly to the Pre-Prep building by an adult. Children should not be allowed to run on ahead or to play or wait anywhere unattended or unsupervised. Staff receive pupils into their classes from 8.15am in the mornings when our doors open. All children should be in school by 8.25am. During playtimes, appropriate ratios of duty members of staff supervise the children.

During meal times the children are supervised by all members of staff and good table manners are encouraged. At the end of the school day, each class teacher is responsible for ensuring that the children are collected safely by the correct adult or safely conducted to the after school facility, where they are supervised by appropriate ratios of duty staff or from where they go to their after school activities.

The school day finishes at 3:45pm. Pupils should be collected by 5:00pm if they are staying for an after-school activity/stay and play, with the exception of Wednesdays when all children are to be collected by 4:20pm. Children taking the bus will be accompanied by an adult, a Gap student or Year 8 student from the bus to the school at 8:10am and from the school to the bus at 5:00pm by a teacher. The late duty staff remain on duty until the last child has been collected. After 6pm, procedures detailed in our Uncollected Child policy will be followed.

### **Procedures to be followed by staff when a child is not collected on time (including EYPS pupils)**

If a child is not collected within half an hour of the agreed collection time, we will call the contact numbers for the parent or carers. If there is no answer, the School Office staff member on duty will begin to call the emergency numbers for this child. During this time, the child will be safely looked after. If there is no response from the parents' or carers' contact numbers or the emergency numbers within a 3-hour period/ when the premises are closing, the Head of Pre-Prep/Assistant Head Pastoral will contact the Dorset District Council Social Care Duty Officer on 01305 221196 or the MASH on 01305 221 122. Social Care will make emergency arrangements for the child and will arrange for a visit to be made to the child's house and will check with the Police. We will make a full written report of the incident. We undertake to look after the child safely throughout the time that he or she remains under our care.

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## **MISSING CHILD POLICY and PROTOCOL**

The welfare of all of our children at Sherborne Prep school is our paramount responsibility. Every adult who works at the school has been trained to appreciate that he or she has a key responsibility for helping to keep all of the children safe at all times. Our staffing ratios are generous and are deliberately designed to ensure that every child is supervised the whole time that he or she is in our care.

### **Actions to be followed by staff if a child goes missing from the school (working hours)**

Our procedures are designed to ensure that a missing child, whether day pupil or boarder, is found and returned to effective supervision as soon as possible. If a child was found to be missing, we would carry out the following actions:

- Take a register in order to ensure that all the other children were present
- Inform the Headmaster, Designated Safeguarding Lead and Head of the Pre-Prep Department (if applicable).

- Ask all of the adults and children calmly if they can tell us when they last remember seeing the child
- Occupy all of the other children in their classroom(s) by reading to them, or when appropriate on the tennis court after a fire drill.
- At the same time, the Missing Child Protocol (see below) will be instigated. Designated adults search everywhere within the school, both inside and out, carefully checking all spaces, cupboards, washrooms where a small child might hide
- Check the doors and gates for signs of entry/exit

If the child is still missing, the following steps would be taken:

- Ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the school at once
- The Designated Safeguarding Lead / Headmaster / Bursar would notify the Police
- The Headmaster / Bursar would arrange for staff to search the rest of the school premises and grounds
- If the child's home is within walking distance, a member of staff would set out on foot to attempt to catch up with him/her
- The Designated Safeguarding Lead would inform the Local Children Safeguarding Board
- The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care
- Inform the Chairman of Governors
- Inform Ofsted/ISI
- Inform the Insurers
- If the child is found, 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 held on iSAMS. If appropriate, procedures would be adjusted.

## Criteria:

The missing child protocol has been split in to 3 phases to maximise the School's ability to find the child. Staff in the school are aware of 'key children' who are more likely to take flight but staff should be vigilant that the school is not a locked down one and anyone is free to enter/exit the school premises. Stringent measures are taken to minimise the risk of a child leaving the school site. In a situation where the whereabouts of a child is unknown the missing child protocol is adopted.

## Missing child Protocol

### Phase 1

Action	Responsibility	Completed
Child is 'missing'. Staff member who should have child to send a runner to alert the School Office immediately and check on the isams bulletin system	<b>Member of staff who discovers child is not present</b>	
Office check if child is in a different lesson or out of school. If yes confirm with runner and report back to teacher. If child cannot be accounted for office contact support staff who will search zones – this includes outside spaces. The zones are highlighted in the school office. Office begin time line log	<b>Office Grounds staff JD/GT/F/PC LS/AR  Bursary/Pre-Prep</b>	
If child is found – office report all is well to AG	<b>Office</b>	
<b>Where a child is not found: Move to Phase 2</b>		

### Phase 2

Action	Responsibility	Completed
<b>Where a child is not found on initial search:</b>		
Office alert AHP or DH Time line log continued by AHP	<b>Office</b>	
Fire alarm used to confirm who is on site. Sherborne zone areas searched. AHP and office communicate with staff searching and inform staff immediately when child is located. Staff searching to use the school	<b>Bursar/office/JD  AHP</b>	

office number and AHP number to stay in communication. Child found incident report written and AHP to contact parents		
<b>Where a child is not found: Move to Phase 3</b>		

### Phase 3

Action	Responsibility	Completed
<b>Where a child is not found:</b>		
AHP contacts parents to inform and check child has not returned home and then inform the police and social services within 30 minutes if child is still unaccounted for.	<b>AHP/ SMT</b>	
Allocated staff continue to search with external agencies. AHP to continue time log and support parents.	<b>GT/JD/F/PC</b>	
Children and staff to continue the school day	<b>All staff</b>	

### **Actions to be followed by staff if a child goes missing from the school (non-working hours)**

In the event the child is missing in boarding hours the AHP and Headmaster will be notified immediately by boarding staff by phone and members of staff who live on site contacted to assist with the search and supervision on children.

This is most likely to be a boarder but it may also be a day pupil that has stayed late, for example. If a boarder fails to return from 'leave out' at the appointed time, the boarding duty staff must make contact with the boarder's parents or guardian until he/she is satisfied that that boarder has been accounted for. If the child is on site but it has been discovered they are missing, the following procedures must be carried out:

- Call all boarders back in from their activities or account for them (e.g. if they are swimming).
- Take a register in order to ensure that all the other children were present
- Inform the Headmaster, Designated Safeguarding Lead and the bursar.
- Ask all of the adults and children calmly if they can tell us when they last remember seeing the child
- Occupy all of the other children in the boarding houses

- At the same time, arrange for one or more adults to search everywhere within the school, both inside and out, carefully checking all spaces, cupboards, washrooms where a small child might hide. Call in other duty staff if required.
- Check the doors and gates for signs of entry/exit

If the child is still missing, the following steps would be taken:

- Ring the child's parents and/or guardian explain what has happened, and what steps have been set in motion. Ask them to come to the school at once
- The Designated Safeguarding Lead / Headmaster / Bursar would notify the Police
- The Headmaster / Bursar would arrange for staff to search the rest of the school premises and grounds
- If the child's home is within walking distance, a member of staff would set out on foot to attempt to catch up with him/her
- The Designated Safeguarding Lead would inform the Local Children Safeguarding Board
- The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care
- Inform the Chairman of Governors
- Inform Ofsted/ISI
- Inform the Insurers
- If the child is found, 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 (held on iSAMS). If appropriate, procedures would be adjusted.

### **Actions to be followed by staff if a child goes missing on an outing**

- An immediate head count would be carried out in order to ensure that all the other children were present
- An adult would search the immediate vicinity
- The remaining children would be taken back to school
- Inform the Headmaster and the Designated Safeguarding Lead by mobile phone
- Ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the school at once
- Contact the Police
- The Designated Safeguarding Lead would inform the Local Children Safeguarding Board
- The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care

- Inform the Chairman of Governors
- Ofsted would be informed
- The Insurers would be informed
- If the child is injured, a report would be made under RIDDOR to the HSE
- If there is a delay in finding the child, the Critical Incident Plan is to be implemented.

A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted.

### **Actions to be followed by staff once the child is found**

- Talk to, take care of and, if necessary, comfort the child
- Speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing
- The Headmaster will speak to the parents to discuss events and give an account of the incident
- The Headmaster will promise a full investigation (if appropriate involving Social Services/ Local Children Safeguarding Board)
- Media queries should be referred to the Headmaster
- The investigation should involve all concerned providing written statements
- The report should be detailed covering: time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, the purpose of the outing, the length of time that the child was missing and how s/he appeared to have gone missing, lessons for the future.