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# STOVER SCHOOL

## Supervision and Missing Child Policy

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Independent Day and Boarding School for Girls & Boys aged 3 to 18 years

Stover School

**September 2010**

Next review date September 2011

Reviewed August 2013

Reviewed February 2014

Next review date February 2015

Re-written December 2016

Appropriate supervision must be made for all pupils throughout the school day. A duty rota will be available to staff at the beginning of each term and then subsequently displayed in the staff room.

In the Senior School, There is a designated Duty Team Leader, who is a senior member of staff, assigned to each day. In the Preparatory School, the Duty Team Leader is the Director of Teaching and Learning, and in the Nursery, the Duty Team Leader is the Nursery Manager. The Duty Team Leader has the responsibility of ensuring that the staff on duty are supported to fulfil their duties.

If staff members know that they will be absent on their duty day it is their responsibility to arrange their own cover, if absence is due to illness then cover will be sought.

The staff member supervising pupils must ensure that they are responsive to the needs of the pupils, will react to any incident and will report any such incident to the senior member of staff on duty.

It is the responsibility of all staff members to challenge any unknown adult on the school premises.

## **2 Supervision Before School**

Pupils do not arrive simultaneously on the school premises and it is our responsibility to supervise the pupils upon their arrival to school.

The school has informed all parents the time of the start of the school day and indicates that arrangements are made for the supervision of the children before the start of the school day, commencing at 08.00.

### **2.1 Preparatory School including EYFS**

Nursery children are taken to the Nursery entrance by their parents from 08.00 where they are greeted and supervised by the Nursery staff. The child's attendance is then recorded in the register.

Any Preparatory School pupils who arrive between 08.00 and 08.15 must report to the reception area where they will be supervised by a member of staff. A register is kept of these early arrivals. These pupils will be escorted to the school playground at 08.15. Pupils who arrive between 08.15 and 08.30 should go directly to the school playground where they will be supervised by two members of staff. Class teachers will collect their class from the playground at 08.30. The exception to this is Reception pupils who may be taken directly to their classroom from 08.15.

### **2.2 Senior School**

Any Senior School pupil that arrives after 8.00am and before 8.20am is expected to go straight to the Dining Room where they will be supervised by the Duty Team Leader and two prefects. At 8.20am Senior School pupils can make their way to their Form rooms.

## **3 Supervision at Break**

### **3.1 Preparatory School including EYFS**

Nursery children have several informal breaks during the morning session, including morning snack time. At all times pupils should be closely supervised by nursery staff based on a 1:13 or 1:8 ratio, depending on the staff members working.

Two members of staff will be on duty each morning break for years Reception to Year 6 which is held in the school playground and field area, unless a 'wet-break' is declared. Duty staff should begin supervision promptly.

The staff on duty will blow a whistle twice at the end of the break. Pupils should stand still on the first whistle and walk to their class lines on the second whistle where they will be dismissed back to class.

If the Duty Team Leader designates that it is a 'wet-break' then Reception to Year 2 pupils should go to the Year 1 classroom where they will be supervised by the two members of staff on duty. Year 3 to Year 6 pupils should go to the Year 5 classroom where they will be supervised by the two members of staff on duty.

## **3.2 Senior School**

Four staff will be on duty each morning break. Duty staff should begin supervision promptly.

Staff should patrol the different areas of the school that they are designated too, including changing rooms and classrooms.

The staff on duty should inform the pupils before the pupils are due to attend their next lesson in order to give the pupils time to change footwear.

At the end of break time non-duty staff should leave the staff room promptly to supervise the children back into classrooms.

If the Duty Team Leader designates that it is a 'wet-break' then the pupils will be asked to go to their form room. The duty staff members will patrol the classrooms only. There will be no need to supervise the school terraces, the tennis courts or the outside area around the Devon Ladies.

## **4 Lunchtime Supervision**

### **4.1 Preparatory School including EYFS**

Nursery children should be toileted, have their hands washed and have outdoor clothing on by 11.30am. They line up, holding hands in pairs, with staff member at the front and at the rear of the line, exit the garden by the large gate and walk to meet the Reception Class before walking to the dining hall. Staff members must take the morning register, wet wipes, First Aid Kit and any pupil medication with them to the dining hall. In the hall, children are offered a little of everything but are not forced to eat. Children are encouraged to use cutlery correctly. Dessert is served when children have finished the first course. When everyone is finished, children should line up and a head count will be taken before walking back to the Nursery building. On return to the Nursery, staff should ensure that children are appropriately dressed for either outdoor play or indoor activities.

At 13.00, the Nursery doors are opened and one member of staff will stay at the door to dismiss children who only attend the morning session and greet parents and children attending the afternoon session. The afternoon session register is taken. Remaining children are supervised by another member of staff undertaking a quiet activity in the smaller classroom. Following afternoon registration, children who have had dinner at school brush their teeth.

Preparatory lunch breaks span from 11.45am to 12.30pm. Class teachers walk with their classes to the dining hall. Reception, Year 1 and Year 2 classes walk to the dining hall from 11.45am-12.00pm. Years 3 to Year 6 classes walk to the dining hall from 12.00pm-12.30pm. In the dining hall, class teachers should sit with their class to supervise dining and model good table manners. When Reception to Year 5 classes have finished eating, they are walked to the Preparatory School playground by the class teacher where they are then supervised by two members of staff on lunchtime duty. Year 6 students have the privilege to walk themselves to the playground once they have finished eating.

The procedure for the end of lunch break is the same as for break times. Afternoon registration will be taken on the children's return to their classroom.

The procedure for wet lunchtimes is the same as for break times.

## **4.2 Senior School**

At the start of lunch the Duty Team Leader will supervise the Dining Room and the lunch queue, alongside 2 Prefects.

During the first half of the lunch break, 12.45pm – 1.10pm two members of staff and 2 prefects will supervise the outside areas. For the second half of the lunch break, 1.10pm – 1.35pm, there will be four members of staff on duty. At 1.35pm the duty staff will inform the pupils that lunch has ended and that they should make their way to their Form rooms for afternoon registration.

The procedure for wet lunchtimes is the same as for break times.

## **5 Supervision at the end of the school day**

### **5.1 Preparatory School including EYFS**

#### **5.1.1 Nursery Departure**

Should a parent / carer arrange for someone different to collect their child, it is vital that Nursery staff are informed in advance. If possible, they should bring the person to the setting beforehand. In addition, carers with whom the Nursery are not familiar are required to use the family code word which parents have adopted when completing the 'Personal Details' form on enrolment. Under no circumstances will a child be allowed to leave the Nursery unless he / she is with a previously identified, authorised person.

#### **5.1.2 Pre-Prep**

Reception and Year 1 are dismissed outside their classroom area at 3.30pm. Any pupils who are not collected at that time are taken to the Pre-Prep After-School Care Club in the Year 1 classroom.

Year 2 are dismissed in the courtyard at 3.35pm. Those not collected are taken to the Pre-Prep After-School Care Club in the Year 1 classroom

#### **5.1.3 Prep**

Pupils in Years 3-6 who are going home at the end of the school day are dismissed from the courtyard at 3.45pm. Those not collected by 4.00pm are sent to Homework Club or the After-School Care Club. Pupils attending and After School Club go directly to the club location at 3.45pm.

#### 5.1.4 Collection from After School Clubs

At 4.30pm all pupils going home with parents / carers are collected from the side gate where they are supervised by a member of staff.

#### 5.1.5 Buses

Pupils who travel by bus meet in a designated classroom at 4.30pm where they are supervised by a member of staff. A bus register is taken by the member of staff who then escorts pupils to the buses by 4.45pm, ensuring that buses are accessed in a safe manner. Buses will only be allowed to depart once the duty staff member is confident that all pupils are accounted for.

Parents are expected to inform the school if there is any change in arrangements and their child will not be on the bus on any given day. This child will then be marked off the bus list. In the case of a child not turning up for the bus with no prior notice, a thorough search of the school premises will be undertaken and parents contacted to ensure that the child has been collected.

#### 5.1.6 4.30pm-5.00pm supervision

Supervision is provided from 4.30pm-5.00pm for those pupils who require it in the Pre-Prep After School Care Club. A register is taken for all pupils attending this. The club is supervised by a member of staff on duty.

#### 5.1.7 Procedure in the event of a parent / carer failing to collect a child

A senior member of Preparatory School staff undertakes 'Late Duty' every day. Any pupils in Years 1-6 not collected by 5.00pm should be left with the senior member of staff who will attempt to contact the pupil's parents or emergency contact. If the parents have been delayed for some time, the pupil may be escorted to Boarding and handed over to the Boarding Staff for supervision. Parents will be contacted so they know where to go to collect their child and the number of Boarding will be passed to parents. Boarding staff will be given the parent's contact number. **No pupil will ever be left unaccompanied at any time.**

In the event of a Reception Class pupil not being collected at 3.30pm, the pupil will be sent to the Pre-Prep After-School Care Club. If he / she has not been collected by 4.00pm, the School Secretary will attempt to contact the parent / carers to establish the estimated time of collection. If the school is unable to reach the parents / carers, the child will remain in the Pre-Prep After-School Care Club until 5.00pm. If parents are still unavailable at this time, emergency contact numbers will be used and a request for the emergency contact to come and collect the child. If no contact can be reached and the child remains in school after 5.00pm, the senior member of staff on duty will remain with the child. This member of staff will contact the Head of Preparatory School (Deputy Safeguarding Lead) and/or Mrs Helen Notman (Designated Safeguarding Lead).

In the case of all pupils, if the child remains in school and no contacts can be reached, the emergency services will be contacted. A report will be written up as soon as possible after the event and kept on file. The Head of Preparatory School and Executive Headteacher will be kept informed at every stage.

### 5.2 Senior School

#### 5.2.1 Buses

Pupils are expected to make their way down to the Bus Car Park swiftly to enable the departure of the school buses by 4.45pm at the latest. The duty staff member will ensure that the buses are accessed in a safe manner. The duty staff member will ensure that the duty phone is carried with them so that the duty staff member can communicate with the bus drivers, the school office and the Duty Team Leader regarding any unknown pupil absence or attendance. Buses will only be allowed to depart once the duty staff member is confident that all pupils are accounted for.

### **5.2.2 Parent pick up**

Pupils will make their way to either the entrance of the Mansion House where they can safely wait in the Portico or to the Preparatory School car park where they can safely wait by the Preparatory School gates.

Pupils who are not collected by 4.45pm must make their way to the Senior School library and will be supervised by the Duty Team Leader. At 5.00pm the Duty Team Leader will telephone parents to enquire about pick-up.

At 5.00pm the Duty Senior Leadership Team member will supervise the pupils in the Library. At 5.30pm the pupil will be taken to the Dining Room for supper and will be charged accordingly. If the pupil has not been collected by 6.00pm the Headteacher will be notified. In the case of all pupils, if the child remains in school and no contacts can be reached, the emergency services will be contacted. A report will be written up as soon as possible after the event and kept on file. The Head of Preparatory School and Executive Headteacher will be kept informed at every stage.

## **6 Medical Assistance**

All duty staff throughout the day should be aware of how to contact medical assistance. If Medical Assistance is required then the duty staff member should ring the School Nurse 07778948470 or the School Office 01626 354505

A staff or pupil runner will also be sent to the School Nurse and the School Office expressing the need for medical assistance.

The member of staff that was the first to attend the pupil must stay with the pupil and provide details to the Nurse or the First Aider. The Nurse or the First Aider will determine if any further medical assistance is required.

If Emergency Medical Assistance is required then 999 must be called immediately.

Wherever possible the Duty Team Leader should be involved in this process. Staff should be given the telephone number of the Duty Team Leader:

### **6.1 Preparatory School Team Leaders including EYFS**

David Burt: 07971 510695

Matt Appleby: 07828 588667

Amanda Cattell (Nursery): 07841 413673

### **6.2 Senior School Team Leaders**

Jeremy Stone: 07778948476/07775898561

Helen Notman: 07710093867

Craig Baillie:

Elaine Machin: -07557220527

Simon Griffin: 07719914522

## **7 Prefects**

Sixth Form Prefects make up part of the supervision team. All Prefects will have attended a safeguarding and supervision input from the Pastoral Senior Teacher. They will be expected to report any incidences to the Duty Team Leader and will be given the Duty Team Leader's telephone numbers in case of emergency. The Duty Team Leader will meet with the Prefects outside of the staff room at the beginning of lunch break. They must not be left alone to supervise the pupils.

## **8 Action to be Taken by Staff if a Child Goes Missing in the School**

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. The following actions are to be followed in the extremely unlikely event of a child going missing.

### **8.1 Notification of Senior Staff to assist with Search**

#### **8.1.1 EYFS**

- The Nursery Manager will inform all Nursery staff on duty of the situation as well as the Headteacher of the Preparatory School by phoning the Prep School Reception on ext 236.
- The Reception class teacher will inform the classroom assistants of the situation as well as the Headteacher of the Preparatory School using the Pre-Prep mobile telephone or by sending a staff member to the office.

#### **8.1.2 Years 1-6**

- The teacher will inform any available classroom assistants or other staff in the vicinity of the situation as well as the Headteacher of the Preparatory School and will inform the Prep School reception.
- A register or head count will be taken to ensure all other children are present.

#### **8.1.3 Search Process Prep-School (including Nursery School)**

- The staff member in Prep School Reception will immediately inform the Finance Office on Ext 227. They ~~who~~ will contact and co-ordinate with the Estates Team in assisting with the search as well as any other available staff in the immediate area.
- The Nursery Leader/ Reception class teacher/teacher will delegate areas of search to all available staff including cupboards, wash rooms and anywhere a small child might hide. Doors and gates will be checked for signs of entry/exit.
- The buildings and grounds will be searched thoroughly in designated areas by individual members of staff.

- CCTV will also be viewed by the Estates Manager
- If after this time the child has not been located, the Headteacher or other designated person will:
  - Inform the police stating name, position and location and give a full description of the child stating the following:
  - Name and the name child responds to
  - Age
  - An identifying features
  - Height and build
  - Level of ability to cope with danger
  - Communication skills
  - Description of clothing
  - Time child was last seen
  - Time child was discovered missing.

### 8.1.3 Search Process Senior School

- In the extremely unlikely event of a child going missing a member of staff would report this immediately to the Senior School Reception who would, in turn, immediately notify the Deputy Headteacher and inform the Finance Office on Ext 227. They who will contact and co-ordinate with the Estates Team in assisting with the search as well as any other available staff in the immediate area.
- Available staff will support in the search checking toilet facilities. Doors and gates will be checked for signs of entry/exit.
- The buildings and grounds will be searched thoroughly. CCTV will also be viewed by the Estates Manager

If, after a thorough search, the pupil was not found the police would be contacted and the parents would be informed.

Following the calling of the police, the same procedure would be followed as for the Prep School and Nursery. *(Outlined above)*

### 8.1.4 Next Steps

- The search will continue with all available staff.
- The Headteacher and Designated Safeguarding Lead will be informed.
- The School will contact the child's parents inform them of what has happened and the steps that have been set in motion and ask them to come to the school at once.
- The School's Designated Safeguarding Lead will inform the Multi Agency Safeguarding Hub (MASH) 0345 1551071
- The Headteacher will inform the Chair of Governors.

## 8.2 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 venue staff and Manager would be informed to assist in arranging a more comprehensive search
- The Headteacher would be informed by and they would inform the Designated Safeguarding Lead.
- The remaining children would be taken back to school
- The Headteacher would ring the child's parents and explain what has happened, and what steps have been set in motion. They would be asked to come to the venue/the school at once.
- The Police would be contacted if the child had not been found.
- The designated Child Protection Officer would inform the Multi Agency Safeguarding Hub (MASH)
- The Headteacher would inform the Chair of Governors.

### **8.2.1 Actions to be followed by staff once the child is found on an outing**

- 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 Headteacher of SPS or the Whole School will speak to the parents to discuss events and give an account of the incident
- The investigation would involve all concerned providing written statements.
- The report would 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.

### **8.1.5 After the Incident**

- In all instances the school would cooperate fully with any Police investigation and any safeguarding investigation by Social Services.
- A full record of all the 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 and Risk Assessments drafted.