

SUPERVISION / MISSING CHILD POLICY

INTRODUCTION

All schools are required to have guidance and procedures for the proper supervision of pupils by staff in school, including the supervision of attendance and on visits and that this is understood by all members of staff. EYFS pupils require additional supervision and protection, both on site and during visits.

All members of the teaching staff are made aware of the school's expectations of the appropriate levels of pupil supervision.

This policy has been written using the guidance from the DfE in *Children Missing Education 2016* and *Advice on school attendance 2016*. This policy should be read in conjunction with the following policies

- Safeguarding and Child Protection Policy
- First Aid Policy
- Pastoral Care
- Admissions Policy

GENERAL SUPERVISION

At Richmond House School we ensure that there is supervision of children by suitable and experienced adults who are working in 'regulated activity' and that the supervision is reasonable in all circumstances to ensure the protection of children. When deciding on the level of supervision required we take into account

- The ages of the children
- The number of children
- The nature of the activities
- The vulnerability of the children

All adults, including volunteers, who may have unsupervised access to children will be subject to thorough checks (DBS clearance) and will receive training, guidance and support from teachers and senior staff.

All pupils are supervised appropriately through the day. The following is an effective summary of pupil supervision

7.30-8.30 Breakfast Club. Pupils must be signed in by parents.

8.00-8:30 – With the exception of EYFS, supervised play on the top playground by a member of teaching staff.

8.30-10.30 – Morning lessons. Pupils are supervised by staff throughout lessons and activities.

10.30-10.50 – break. Pupils are supervised by 3 members of staff on duty at break time. One member of staff will remain on duty on the back lane. Walkie-talkies are taken in case the office needs to be contacted.

10.50-12.15 – Morning lessons. Pupils are supervised by staff throughout lessons and activities.

12.15-1.20 Lunchtime. Pupils are supervised by dining staff and teaching staff in the dining room. 3 members of staff are outside on duty, with one member of staff remaining on duty on the back lane.

1.20-3.35 – Afternoon lessons. Pupils are supervised by staff throughout lessons and activities.

3.35-3.45 – Pupils are supervised on the top playground whilst being picked up/ collected for clubs.

3.45-6.00 – Pupils are supervised in clubs or in after school care.

If pupils are taken off site, a thorough risk assessment is completed and checked by the SLT. We ensure that the staff-pupil ratio is always sufficient to meet the needs of the children. Children are transported to fixtures using the school minibuses. There will always be a driver and another adult during these journeys.

Pupils are not allowed on site without staff supervision. At least two members of staff are always present on duty to supervise pupils on school premises. Members of staff are on a rota for duty during break and lunchtime, and for early and late duties. Pupils are able to call on a member of staff at any time if necessary.

Supervision on Arrival

Parents are responsible for ensuring that pupils travel safely to and from school, whether by car, cycle, foot or other transport.

A member of staff is present on the back lane from 8:00 am to supervise any children crossing into school. Another member of staff is present from 8.00am on the top playground to supervise children (not in EYFS) before school starts.

Pre School Care

Pre-school care is available from 7.30am. All children attending pre-school care must be signed in by a parent. Parents of EYFS Children arriving before 8.30am must take their child to pre-school. They must not be left in the top playground. Children arriving after 8:00 am do not need to be signed in by a parent and will be supervised crossing the back lane and in the playground.

After School Arrangements

With the exception of EYFS, all children are taken to the top playground at 3.35 to be collected by parents/ carers, or taken to clubs or After School Care. They are supervised by their class teacher until they are c

collected. Children who are not collected by 3.45pm are taken to After-School Care for which there will be a charge depending on the circumstances from 4:00pm. After School Care finishes at 6:00pm.

After School Activities

Children may participate in a wide range of supervised activities. A register is kept of attendees. Any EYFS children attending an after school activity will be escorted by a member of staff to the appropriate venue. It is the responsibility of the person running the activity to hand over children to their parent or other authorised adult, or take them to After School Care.

Children in clubs are taken to their collection point and the member of staff running the club waits for parents to collect them. Any child not collected after a club is also taken to After School Care. Parents must enter the building by the front door and come to the office if they wish to collect a child before a club has finished or from homework club.

We will not hand a child over to someone we or they do not recognise or who is unable to provide proof that they are authorised to collect. Pupils are collected from after school activities from the activity venue or other agreed point. If parents are late, pupils will go to After-School Care where they can be collected.

Educational Visits

The supervision of pupils during educational visits and trips out of school is always in accordance with prescribed staff/student ratios. Risk assessments are completed for all such visits and trips.

(See Trips and Visits Policy)

Unsupervised access by pupils

Pupils do not have unsupervised access to potentially dangerous areas. 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, catering and caretaking areas of the school, unless they are supervised.

Security, Access control and Work Safety

Security and access control are in place across the school site to ensure that the duty to safeguard children is fully exercised, in addition to safeguarding staff, equipment, buildings and facilities.

(See Health and Safety Policy)

Supervision in EYFS

Children must usually be in sight of staff and always within sight or hearing.

Reception. In Reception classes, where the majority of pupils are five or over within the school year, the staffing ratio is 1:30 provided that a person with QTS, Early Years Professional, Early Years Teacher Status or another suitable level 6 qualification is working directly with the children. In such Reception classes, there is no requirement for at least one other member of staff to hold a full and relevant level 3 qualification.

Reception classes will be supervised as with the rest of the school during break and lunchtimes, but must be signed in for pre-school care before 8.20 or accompanied by a parent in the EYFS playground until the teacher lets them into the classrooms. They must also be collected directly from the EYFS classrooms unless they are attending an after school club, in which case, they are to be collected at the specified collection point.

Nursery. A person with QTS (or other as defined above) the ratio is 1:13 for children aged 3 and above and 1:8 for those being supervised by a person without QTS. At least one member of staff must hold a full and relevant level 3 qualification and at least half of all other staff must hold a full and relevant level 2 qualification. For children who are “ rising three”, they are in a mixed group with other three year olds so are counted as three if they are in the minority and as two if they are in the majority. If they are counted as two, because they are in the majority, then the staff ratio must be at least 1:4, and at least one member of staff must hold a full and relevant level 3 qualification and at least half of all other staff must hold a full and relevant level 2 qualification.

Children in Nursery are supervised at all times by the EYFS staff. They must be signed into Pre Care by parents if arriving before 8.20 and collected directly from the Nursery classrooms or After Care.

Any EYFS children attending an after school activity will be escorted by a member of staff to the appropriate venue.

Parents of Nursery children who are unfortunately delayed and are unable to collect at 3.35pm should go to After-School Care to collect their child.

Appropriate arrangements are in place for the supervision and support of staff who have contact with children and families. Effective supervision provides support, coaching and training for the practitioner and promotes the interests of children. Supervision should foster a culture of mutual support, teamwork and continuous improvement, which encourages the confidential discussion of sensitive issues. These meetings are with the Head of Early Years, Mrs Nicola Greenwood for all staff working in Early Years. The Head of Early Years meets with the Head teacher.

Supervision of staff should provide them opportunities to:

- discuss any issues – particularly concerning children’s development or well-being;
- identify solutions to address issues as they arise; and
- receive coaching to improve their personal effectiveness.

Uncollected Child after 6:00pm.

This applies to all pupils, including Early Years, at the end of the normal school day, when trips return to school or after specific events, such as the Carol Service.

After School Care is open until 6 p.m. Monday to Friday. If a child is not collected on time it is our legal responsibility to ensure there are members of staff on hand until the last child has been collected. The welfare of the child is of paramount importance.

Any parent/carer who is late collecting their child will have to pay an additional charge, which contributes towards the additional staff costs incurred for this reason. The charge is £5 for the first five minutes, with an additional £5 for every five minutes thereafter. Parents are asked to sign when they collect any child after 6.00pm.

At the end of After School Care session, currently 6 p.m., the staff working in ASC meet in the reception area to sign out and hand over any children to the member of staff on duty. The member of the leadership team who is on duty until 6 p.m. will be responsible for ensuring the following procedure is adopted. (Responsible Person). Ideally two members of staff will remain on site to ensure the well being of the child although in some cases it may be the member of the management team is the sole person in charge, with caretaking staff on site as back up.

(The following is also applied to those not collected after an event, such as the Carol Service).

The child will be reassured and kept in the reception area where there are books and toys for them to play with.

If the child is not collected by 6.15 pm (or 15 minutes after time given to parents) then the following procedure will be adopted:

- a) Using SIMS or the hard copy files in the office the Responsible Person will contact the parent / guardian or authorised person listed in the child's file who can collect the child.
- b) If, after a maximum of one hour after the after school care closing time , the parent/ carer has not arrived, the member of staff will contact the Headmistress/Deputy Head ('named persons' for child protection) to confirm the need to contact the police or social care. (Carolyn Eyre on 07956 210120 at Education Leeds in an emergency, Police Officer Sam Warburton on 0113 205 3025).
- c) Emergency contact details are held in the office and by all staff as part of the child protection policy.
- d) A written report on all circumstances surrounding the uncollected child will be made as soon as possible after the event where Social Care / Police have been involved.

A member of staff will NEVER take a child home or allow someone else who is not authorised to take a child from the school premises, hence it is critical parents ensure their emergency contact details are kept up to date.

Contact details for parents are requested annually.

Social Care Number: 0113 247 6013. Police: 0113 205 3025

ADMISSION AND ATTENDANCE

Admission Registers

Pupils will be entered on the admission register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. If a pupil fails to attend on the agreed date, we will undertake reasonable enquiries to establish the child's whereabouts. These enquiries will be recorded.

For each pupil, the admissions register is done on SIMS and includes

- name in full
- date of birth
- sex/gender
- name and address of every parent
- an indication of which house the child normally resides on (if more than one) and who has parental responsibility
- any change of address and date of change of address will be updated
- contact numbers of each parent and an additional contact number in cases of emergency
- day, month and year of admission
- name and address of previous school if applicable

Notification for deletions to the admissions register will be given to the local authority for any of the grounds listed in Regulation 8 of the Education (pupil Registration) Regulations 2008. In brief, when a child has been taken out of school to be home educated, when the family has moved away, when the child has been certified as medically unfit to attend school, or when the child has been permanently excluded or in custody for more than 4 months. We will also notify the local authority if a child leaves or joins the school midway through a year, (within 5 days of them joining). We will also notify the Local authority of any failure to attend school regularly or any absence without leave for more than 10 days.

Attendance Registers

The Attendance registers are electronically completed on SIMS during morning and afternoon registration (8.30-8.40am and 1.25-1.30 pm). Any pupil arriving to registration after these times will have to sign in at the School Office.

Registers clearly indicate if a child is present, or absent. If absent, a code is used to identify if absence is due to a medical appointment, an approved educational activity outside of school, ill, or authorised absence. If unauthorised, parents are called to follow up any unauthorised absences by 10:00am.

Each month's electronic register is backed up and stored in the Office is stored and retained for 3 years.

Children Missing Education

Richmond House School and its Early Years setting, takes the safety of children very seriously and will take every precaution necessary to ensure that the children in their care do not leave a session unaccompanied. The chances of finding a missing child safe are greatest if the child's absence is soon discovered. In the unlikely event that a child is noted to be missing from school premises, the school puts into practice agreed procedures. These ensure the most effective resolution of this potentially distressing

situation. Many of our school routines and procedures are in place to contribute to the prevention of a child going missing and to ensuring the safety and security of all children at all times.

If, in the event of a member of staff not being able to account for a child's whereabouts, the following action will be taken:

PROCEDURES FOR IF A CHILD LEAVES THE SCHOOL UNACCOMPANIED:

Stage One - Search systematically

- All available staff to immediately check toilets, shared areas, rooms and playground to ensure child is not hiding or locked in anywhere.
- One member of staff to immediately inform school office and Headteacher and check whether the child has been signed out for an external appointment or has an internal appointment with a visiting professional (e.g. Music lesson) and then collect register.
- One member of staff to gather class and call the register to confirm that one named child is missing.
- Staff will ensure that all other pupils are kept safe and closely supervised throughout incident.

Stage Two

- After stage one is completed without resolution (no more than 10 minutes), school WILL follow procedures set out in the **Critical Incident Management Policy**. The Head Teacher or designated person will liaise with emergency services and parents/carers according to the Critical Incident Policy.
- Staff will call registers in all classes to confirm presence of other pupils.

Stage Three

- The Headteacher should communicate the incident to the Chair of Governors.
- A written record of the incident and any action taken should be made as soon after the incident as practicable and placed in the pupil's confidential record.
- The Senior Leadership Team should conduct an internal investigation to establish how the situation occurred, how effective was the response and whether action could be taken to ensure it does not happen again.

We will ensure that:

- Checks are made to guarantee that if an incident of this sort does happen, we have all the necessary phone numbers at hand – correct, up to date and kept together. (Use **Critical Incident Management Policy** for guidance)
- If the Headteacher or Chair of Governors is not on the premises, they will be informed as soon as possible.
- We will gather the following information:
 - What happened?
 - What systems are in place for preventing such occurrences?

- What we did, at what time and in what order?
- Who we informed and when?
- We will cooperate fully in any investigation.
- Recording
- We will start to build a record as soon as is possible in the incident log, this will include:
- The last definite sighting of the child.
- Any unusual behaviour of the missing child or other children.
- How many children were on the premises?
- How many adults were on the premises and who?
- What steps have been taken and when, by whom?

Dealing with the media

Distressed parents may contact the local press, or reporters may hear about the incident if the police are involved. It is sensible for one person, usually the Headteacher or Chair of Governors to be the one who speaks for the school. All adults will be asked to refer all enquiries to the agreed spokesperson. This should be made clear when initiating the **Critical Incident Management Policy**.

When the child is found

We recognise that during the time a child is missing, however briefly, all involved, parents and others suffer great fear, guilt and distress. It is not always easy to control all these emotions when the child is found. We will accept that it is important to remember:

- That the child also might have been afraid and distressed and might now be in need of comfort.
- Remain calm, reassure the child.
- Ensure the child is not hurt.
- That the incident provides a good opportunity to talk to all the children to ensure that they understand that they must not leave the premises, and why.

After the Incident

- We will review our current procedure.
- We will evaluate processes and make necessary adjustments to ensure future effectiveness.

Policy Date: January 2017

Helen Stiles

Signed Headteacher



Signed (Chair of Governors)