

Supervision and Missing Child Policy		Associated Policies
Last reviewed	April 2024	Safeguarding and Child Protection Policy
Next review	April 2027	First Aid Policy
Gov. sub-committee	Education	Pastoral Care Policy
Owner	Headteacher	Admissions Policy
		Critical Incident Management Policy
		Trips and Visits Policy
		EYFS 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 policies associated (above).

ATTENDANCE

Attendance Registers

The Attendance registers are electronically completed on SIMS during morning (8.30-8.45am) and afternoon registration (1.20-1.30 pm). Any pupil arriving to registration after these times will have to sign in at the School Office. The office checks these are completed at 9am and follow up with staff if these have not been saved.

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.

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

7.30-8.30am - Breakfast Club. Pupils are signed in by supervision staff. Pupils in Phase 2 are taken to the tennis courts after 8am, Phase 1 and Nursery pupils are taken to school for 8.30am.

8.00-8:20am - Year 3-6 pupils that arrive before school have supervised play on the tennis courts by a member of teaching staff. Reception – Year 2 that have not been dropped at breakfast club are looked after by their parents until teachers collect them.

8.20am- Pupils are collected by their class teachers and taken into school for registration then morning lessons where pupils are supervised throughout.

10.40-11.05 – Morning break for Reception to Year 6. Older pupils are supervised by 2 members of staff, younger pupils by 3 members of staff on duty at break time. Walkie-talkies are taken in case the office needs to be contacted. Nursery and Preschool have breaks throughout the day within their setting and age specific adult to child ratios are maintained

12noon - 1.20pm Lunch, break and form time. Pupils are supervised by dining staff and teaching staff in the dining room. Class teachers supervise form times and assemblies. The break supervision is the same as at morning break but with one member of staff on duty on the back lane during the times that pupils need to cross.

1.20-1.30pm – Afternoon registration for years 1-6. Preschool and Nursery take afternoon registration at 1pm

1.30 - 3.30pm – Afternoon lessons. Pupils are supervised by staff throughout lessons and activities.

3.30pm – Pupils are dismissed on the top playground (Reception from their classrooms exit door) to parents/carers or to staff taking clubs. Staff dismissing record where the pupils have gone after being dismissed and this record is held in the office. 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.

3.30-6.00pm – Pupils are supervised in clubs or in after school care where their attendance is recorded.

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 using the school minibuses or a reputable coach firm. 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.

When a member of staff is working away from the main building, in the tennis courts and field area, they must always have a radio to call for additional help or assistance if needed.

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 6pm 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. Therefore, an additional member of staff, usually a member of SLT is required to stay on duty and on the premises until all children are collected.

Any parent/carer who is late collecting their child may have to pay an additional charge, which contributes towards the additional staff costs incurred for this reason. This charge would be the hourly rate charged for after school care.

At the end of After School Care session, currently 6pm, the staff working in After School Care 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 6pm will be 'the responsible person' for ensuring the following procedure is adopted. Ideally two members of staff will remain on site to ensure the wellbeing 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.

If the child is not collected by 6.10 pm (or 10 minutes after time given to parents) then the following procedure will be adopted:

- a) Using SIMS the duty member of staff will contact the parents / guardians or authorised persons listed in the child's file who can collect the child. If, after a maximum of one hour the parents/ carers have not been contactable, the member of staff will contact the Headteacher or DSL to confirm the need to contact the police (on **101**) or social care (**Duty and advice on 0113 3760336 or 0113 5350600 out of hours**).
- b) If SIMS was not working contact details are held on the pupil files in the locked cabinet in the school office.
- c) 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 and amended annually.

After School Activities

Children may participate in a wide range of supervised activities. A register is kept of attendees. Any 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.

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. Staff at After-School Care amend the register as children are 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.

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

We adhere to the ratios laid out in the Early Years Foundation Stage Statutory Framework 2023.

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

Reception. There are two small classes each with a fully qualified teacher. Depending on the needs of the classes and the activities being carried out these classes have the support of a teaching assistant.

Preschool. (Children aged 3-4years, N2) This age group has a designated room that is supervised and managed by a person with QTS or level 6 qualification with ratios of 1:13 or less. Depending on numbers this person will be supported by other professionals and the ratios adapted depending on the level of qualification as stated in the statutory guidelines (see Appendix 1)

Nursery. (Children aged 2-3 years, N0 and N1) This age group has a designated room that is led and managed by a person with QTS or level 6 qualification supported by other qualified professionals with ratios of 1:8 for 3 year olds and 1:5 for 2 year olds in line with the statutory guidelines (see Appendix 1).

Supervision of sleeping children: A member of staff will check the area and make it fit for purpose then stay with the children until they are all asleep. From that point on a visual and audio monitor will be held by the designated member of staff. This member of staff will also carry out physical checks and complete the 'safe sleeping record'.

At least one member of staff holds a current paediatric first aid certificate. However, it is our target that all our teaching staff hold a current paediatric first aid certificate.

EYFS children that attend Breakfast club (before school care) and After- School Care are supervised in a designated room with appropriate resources and are supervised by qualified teaching assistants.

When EYFS children are moving around school staff will carry out repeated head counts and aim to have one member of staff at the front and one at the rear of any larger groups, stopping at regular points on the journey.

EYFS teaching staff access training, appraisal and support provided to all staff in the main school through staff meetings, INSET days and CPD courses. They also attend supervision meetings as outlined in the EYFS Framework.

Supervision meetings aim to give staff 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.

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 Headteacher or designated person will liaise with emergency services and parents/carers according to the Critical Incident Management 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 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?
- Once gathered all information will be recorded.

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 (but this may be devolved by either of the above to another member of the Governing Body) 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 cooperate fully in any investigation.
- We will evaluate processes and make necessary adjustments to ensure future effectiveness.



Signed Headteacher



Signed (Chair of Governors)