

## Missing Child and Pupil Supervision Policy

### Introduction

This policy applies to staff (including volunteers), pupils and parents of the school and may be read in conjunction with the Safeguarding Policy. Children's safety is maintained as the highest priority at all times, both on and off school premises.

### Registering pupil attendance

Our daily registration procedures are designed to ensure that we know where pupils are at all times and to ensure that all absences are authorised by parents.

- A register is taken twice per day, both in the morning and in the afternoon. Parents are responsible for notifying the school of their child's absence for any reason via telephone or by email to the School Office.
- Registers are to be completed by 9.00am daily. Should there be any unexplained absences, these are followed up by the School Secretary with a direct telephone call to the parents. In the event of either parent being unavailable, then the emergency contact number will be used.
- For children who travel to school independently, parents will be contacted by 9.30am should there be any unexplained absences. If it is then clear that a child has gone missing on the way to school, the Headmaster will telephone the parents to discuss. Once it becomes apparent there are no reasons why he/she should not be at school, then the Headmaster/parents will make the decision to call the police.

### General supervision arrangements on site

Our general supervision arrangements are described below. Please see also our Educational Visits Policy for a description of supervision arrangements outside of site.

- A class teacher is always present in a classroom during lessons and when pupils are having lunch.
- Two adults supervise all Infant and Junior breaks in the playground; all pupils are expected to be outside at break times, unless special permission has been given to attend a supervised session indoors (e.g. library time).
- One or two adults supervise Senior breaks in the playground; all pupils are expected to be outside at break times with the exception of Year 11 pupils who are permitted to be indoors in a designated classroom.
- When walking to and from Panton Hall for assemblies or lessons (e.g. Drama) pupils are supervised by at least one member of staff. Exceptions include pupils making their way to Panton Hall for an after school GCSE course at Panton Hall or the return of pupils to the main site after Senior assembly who have been helping clear up.
- All after school clubs are supervised by the member of staff or another adult contracted to run the club.
- If Infant/Junior pupils are not collected on time they will be taken to the late stay room for supervision until 4pm; the office will be asked to contact parents. If pupils must be supervised beyond this point a senior member of staff will be contacted to make arrangements. Senior pupils are permitted to leave site independently. If they need to wait, provision is made through our Homework Club on Monday to Thursday until 5pm. Alternative arrangements will be made with a senior member of staff on Fridays for Senior pupils should this be required. If a pupil needs to wait with a member of staff, at least one other member of staff will be informed of the arrangement.

### **Procedure for child missing during the school day**

Should a member of staff note that a pupil is missing during the school day, the school office should be contacted to check the following:

- Check whether there is a legitimate reason for the child's disappearance, e.g. medical appointment
- Check the child's timetable for that day
- Check the signing out/in book
- Ensure that the child is not with a peripatetic teacher
- Should it become apparent that a child is missing, the Headmaster must be alerted and the school office staff will be asked to alert all other members of staff on site
- A thorough search of the premises, both indoors and outdoors will be conducted. The search will include a thorough check of exits, doors and gates to ascertain if there has been a breach of security.

If the pupil then cannot be found, usually after 10/15 minutes then the Headmaster will then contact the parents. The police will then be contacted together with any other outside agencies after consulting with the parents.

### **Procedure for child missing missing off-site**

When it becomes apparent that a child is missing in an off-site location, the Group Leader will be alerted who will then put the following steps in motion:

- An immediate headcount would be carried out to ensure that all the other students were present
- The immediate vicinity will be checked
- If possible, the manager of the venue will be contacted and requested to conduct a search
- Inform the Headmaster
- The remaining students will be returned to school
- The Headmaster would then telephone the parents to explain what has happened and what steps have been taken.
- The Headmaster will then contact the police.
- If the child is injured, a report would be made under RIDDOR to the Health & Safety Executive (HSE)

### **Persistent unauthorised absences**

As noted in our Safeguarding Policy, the school will inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of ten school days or more, at such intervals as are agreed between the school and the local authority (or in default of such agreement, at intervals determined by the Secretary of State).

### **Record and review**

The school will keep a full written record of any incident of a missing child which should include the following:

- the child's name
- action taken to find the child
- whether the police or any other external agency were involved
- outcome or resolution of the incident
- any reasons given by the child for being missing
- any concerns or complaints about the handling of the incident
- a record of the staff member(s) involved

A full written record will be filed in the child's file including the above information.

Authorised by	Jason Fletcher
Date	February 2020

Effective date of the policy	September 2018
Review date	February 2022
Circulation	Staff and parents via website