



This policy sets out the schools expectations for whole school practice including Early Years and Out of School and the responsibilities of different staff in contributing to an outstanding learning environment. It should be read in conjunction with the following policies.

|  |  |
|--|--|
| Child Protection and Safeguarding Policy | Health and Safety Policy                   |
| Early Years Policy                       | Inclusion Policy                           |
| PSHEE Policy                             | Infectious and Communicable Disease Policy |
| Activate Handbook                        | PE Policy                                  |

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### Introduction

It is a duty of Bowdon Preparatory School to provide appropriate supervision for the children in its care. The 'duty of care' places a specific responsibility on the Headmistress as overall manager in 'loco parentis', to ensure supervision procedures are in place. The supervision policy contains information on the care and supervision of pupils for teaching and non-teaching staff at Bowdon Preparatory School. Information contained here appears in other policies and documents such as the Behaviour Policy, Residential Visit Policy and Guidelines for Volunteers and Staff.

Teachers must be in school from 8.30am. There should always be a member of staff in overall charge of parent helpers and volunteers. All volunteers are involved in a full induction programme and must follow a Code of Conduct which they must agree to and sign on induction. This emphasises the appropriate procedures that are in place when working with children in class, in small groups, and more specifically in a 1-1 situation.

Staff should make sure they behave at all times with due regard to the 'Safer Working Practice in Education (2007)' document which is available on the school shared drive. Copies are also kept in the office. They should also be aware of the Safeguarding and related policies. Staff must seek medical advice if they are taking medication which may affect their ability to care for children and any staff medication will be securely stored at all times.

### Visitors to School

All staff should challenge any strangers on the premises and report to the school office if there is any concern. Notice of visitors to the site is (when known) displayed on the white board in the Staff Room. The school checks identification of all unknown visitors to the school. Visitors are asked to wear an identification badge and sign in the visitors' book outside the office window. Any visitor who has not been DBS checked will be issued with a red visitor badge and be escorted by a member of staff at all times. Visitors are asked to log their time of arrival and departure.

In order to safeguard pupils from visitors to the School who may have extreme or radical views the School will:

- Ensure all visitors to the school are carefully vetted and take immediate action if any individual or group is perceived to be attempting to influence members of the school community, either physically or electronically.
- 'Open source' check any organisations which wish to have relationships with the school, particularly those in the voluntary sector.

### Supervision of pupils travelling to and from school

Pupils in Year 6 may walk to and from school unsupervised with parental consent. The school is not responsible for the supervision of pupils travelling to and from school. Parents are required to write to the school to provide full details and update the school as appropriate.

### Early Morning Activities

We ensure all pupils in school are registered and staffing levels are compliant with statutory requirements and relevant risk assessments.

| Club/ Activity                | Entrance | Time            | Details  |
|-------------------------------|----------|-----------------|--|
| Early Morning Care (Activate) | Pupil    | From 7.30am     | Parents sign in child in entrance and hand over to staff   |
| Rise and Shine                | Pupil    | 8.20am – 8.35am | Parents must supervise children until 8.20am. Register available. Parents must add their child's name to the register if it is absent from the list. |
| Wake up Shake up              | Main     |                 |  |
| Work Out                      |          |                 |  |
| Study Club                    | Main     | 8.05am          | Teacher in charge registers pupils   |
| Music lessons                 | Main     | as arranged     | Peripatetic teacher has register   |

## **Procedure for supervision of pupils at the end of early morning activities.**

### **Wake up Shake up**

#### **Year 1 and Year 2**

Pupils are collected by a teaching assistant who will escort pupils to the playground where they will line up with their class under the supervision of the class teacher.

#### **Year 3**

Pupils are taken to join the Year 3 pupils on the playground by the teacher in charge of the club.

### **Work Out**

#### **Year 4 to Year 6**

Teacher in charge of this session will escort pupils to the playground where they will line up with their class under the supervision of the class teacher

### **Early Morning Club**

**Pre Prep** pupils are supervised in the dining hall until collected by a Pre Prep teacher

**Reception** girls are supervised in the prep gym until collected by a Reception teacher

**Year 1 to 3** join Wake up Shake up group

**Year 4 to 6** join Work out group

### **Supervision before school**

Before school parents are notified through the school website and in newsletters of the start of the school day: 8.45am. They are reminded that there is no supervision in the school playground until 8.40am when form tutors arrive on the playground. Parent should supervise their children at all times until handed over to the form/class teacher at 8.45am. Some children, receiving music tuition and pupils who are children of staff working at the school will be an exception to this rule. Staff's own children will be the responsibility of their parent if they are on school premises before the start of the school day unless the start time of their working day is after that of pupil arrival. Children receiving music tuition will be the responsibility of the member of staff teaching the pupil.

The responsibility to ensure that a pupil attends school regularly is that of the parents or guardian. Contact telephone numbers and addresses for all parents are kept in files in the school office and on electronic system (MIS). We remind parents that if they delegate the responsibility of supervision to another adult eg, walking bus, volunteer drop off service, then it is the responsibility of the parent to ensure that they are fully satisfied with the level of supervision. Any voluntary groups or individuals taking responsibility for the supervision of children other than their own must still adhere to this policy.

In the morning when it is raining, instead of lining up on the playground, children can enter the school through the Prep Hall door (Infants and Juniors) or Early Year entrance (Pre Prep). Entry is permitted between 8.35am and 8.50am. Parents are requested to use the main entrance to access the school office.

Registration takes place between 8.45 and 8.55am and exterior doors are closed for security for 8.55am. It is the duty of all staff to ensure that all doors are closed on time. Girls arriving after 9.00am are registered as 'late'. Any child arriving after 8.55am must go to their class via the office and be signed in by an accompanying adult to state why they are late. Late arrivals and early departures at school are recorded in the book outside the office. When a child is absent, parents are requested to inform the school of the reason for absence and parents will be contacted if no reason has been provided. If the parent cannot be contacted, the school will endeavour to ensure the family's well-being by calling the other named contacts.

### **Playground Gate Procedures**

Entrance gates are closed at 9.10 am and remain locked throughout the day until 3.00pm, when they are opened for parents. Anyone wishing to gain entry to the school site must report to the school office.

### **Door Procedures**

All external class doors shall remain closed throughout the day apart from access at lunchtimes and playtimes. If PE is outside, teachers should lock the door and return to school via reception. This ensures a secure building at all times. This is paramount to our safeguarding procedures.

### **Absence**

It is the duty of parents to report absence for their child either by telephone or letter. School has a duty to investigate any unexplained absence. (See Attendance Policy).

Staff have a duty to report their absence as soon as possible to a senior manager, so that appropriate arrangements can be made for cover for their class. All children in that class are supervised in the event that a supply teacher is late arriving. Appropriate procedures are in place for vetting the suitability of supply staff.

### **Lesson time**

Children are supervised at all times by their class teacher and teaching assistants, even when working on independent tasks in other areas of school. Staff are responsible for the safe care and supervision of tools, furniture and resources in the classroom in line with Health and Safety Policy.

Some children will work in small groups with a teaching or learning support assistant. These children should be collected by their TA from the classroom and accompanied on their return. Children should wait until it is appropriate to return into the classroom.

Where children are involved in 1-1 support, this must take place in a visible area to other members of staff.

### **Moving around school**

Children should not be permitted to freely use the building without permission from a member of staff. They must walk at all times. Staff should keep central areas tidy and safe for pupil access. No pupil should be sent off-site on an errand on behalf of a teaching or non-teaching member of staff. However, children may be sent, if staff feel it is appropriate, on errands within Bowdon Prep School as part of their learning in "life skills".

### **Supervision at break time**

A rota of staff on duty at break times is on the shared drive, is displayed in the staff room and in the school office. Staff should then take their class out until the member of staff on duty arrives. Children should not be left unsupervised inside the building at any time. During wet breaks the following applies:

- Each class should be supervised by an adult
- Where classes are next to each other and joined by a connecting door, two classes can be supervised by one adult
- Activities and equipment should be age-appropriate
- Pupils should take part in activities which are safe and take place in a controlled manner

A supervision rota is in place

### **Supervision at lunchtime**

Before pupils go into the dining room, a dinner supervisor ensures children wash their hands. Teachers, teaching assistants and lunch time assistants manage support and supervise both inside and on the playgrounds. During inclement weather:

- Pre Prep supervised in class by the class teachers/ TA's
- Reception pupils may be merged into one classroom areas and supervised by staff
- Infants and Juniors are supervised in their classrooms
- Year 5 and 6 are supervised in the dance and drama studio

A supervision rota is in place.

### **Inclement weather**

Parents are responsible for ensuring their children are suitably clothed for inclement weather. If the weather is unsuitable for children to play out, then break times take place in their classrooms. It is the responsibility of the teacher to provide safe and appropriate resources for play, and the duty teacher will supervise the playtime.

### **Supervision during PE**

Teachers should consider:

- the safety of apparatus
- the floor condition
- the suitability of pupils' clothing and their own
- whether the activities are within the capabilities of the pupils

### **Supervision using tools and equipment**

Tools and equipment used in school is safe. Specific tools, such as knives and other technology equipment, must only be used by children with appropriate demonstration and modelling before use. Children must be monitored at all times. Children are not allowed in the school kitchen at any time.

### **Illness and injury**

Parents should not bring their children to school if they are ill. When a child appears to be too ill to remain in school, the class teacher should inform a member of the administration or leadership team before arranging for the pupil to be sent home. Children who are sent home must be signed out. First-aid trained staff are on hand to deal with medical issues. If there is any concern, parents will be contacted where appropriate. Parents should make arrangements to collect or have their child collected from school.

It is the responsibility of parents to ensure that regular checks take place for head lice. Should staff have a concern about a child with head lice, then discrete arrangements will be made to contact parents.

Any child with a verruca will still take part in all PE activities. Footwear only needs to be worn if the child is experiencing pain.

### **Children with additional or medical needs or disabilities**

School liaises in partnership with parents and other agencies to ensure children's additional needs are met and supervision is appropriate. Where necessary, care plans are in place and all staff are fully informed of any changes and updates.

### **School visits**

Before school visits take place, visit leaders complete a school visits form which is subsequently checked and authorised by the Headmistress if all the risk assessments have been completed and the school visits check list has been completed. (See school visits protocol)

Residential visits are checked by the Headmistress and Governors before visits go ahead.

### **Events taking place in school**

When school events take place such as the Christmas Concert and the summer production, children are supervised at all times. If the event is outside then pupils are supervised at all times.

### **Leaving the site**

Children must not leave the school site under any circumstances unless taking part in a school event in which appropriate supervision procedure is in place. Parents must not take their children off site or permit others to remove children off site without informing school beforehand. Where there are Child Protection issues, staff are informed and vigilant and additional actions are enforced.

## Toilets

Each class has access to a toilet area. Pupils are encouraged to wash their hands thoroughly after using the toilet. During lessons, children are allowed to go to the toilet. It is the responsibility of the teacher that children who are going to the toilet do so sensibly.

## Supervision after school

It is the responsibility of parents to arrange for their child to be picked up on time. Children may not leave the school building unless a responsible adult has arrived, or parental permission has been given for Year 6 children to go home on their own. In the event of any suspicious behaviour, or concerns raised eg police reporting incident, **all children** will have to be collected by a responsible adult from the school building.

It is the responsibility of staff to supervise children until they are collected. Class teachers are responsible for the supervision of pupils for 5 minutes at the end of the school day.

From time to time parents may request that their child is collected by another parent (who may not be on their authorised list), for example where children have parties or playdates. In these situations the parents must inform the school by email or by speaking directly to the teacher at the start of the day.

- Junior pupils: issued with a blue card
- Infant pupils: issued with a wrist band

These contain the name of the child they are going home with.

**Teachers must NOT allow any child to go home with another parent unless they have seen the card/wrist band.** If they are in any doubt the teacher should contact the parent directly and should not hand any child to another adult.

## After School Activities

| Club/ Activity     | Details   |
|--------------------|---|
| Late Rooms         | This facility is ONLY available for pupils who have siblings in the school or a brother of primary school age. Parents are requested to register their child for this facility at the start of the year and notify the school of any changes. Teacher in charge supervises children until; collection at 3.30pm, 3.45pm or 4pm. |
| Activate           | Children are taken into Activate by the class teacher who will check that they are booked into the facility. See below (Uncollected Children Policy) if they are not booked in.   |
| After School clubs | All pupils should be handed over to the member of staff in charge of the club by the class teacher  |

The teacher in charge of the club or activity will supervise pupils until they hand them over to parents at the end of the activity.

## Uncollected Children

See appendix 1

### Policy Dissemination and Review

This policy will be available to parents via the school website and information will be shared throughout the year via the school bulletin. Staff will be familiar with the policy through termly INSET meetings as part of the safeguarding updates and in weekly briefings where necessary. This policy will be formally reviewed each year by the Headmistress and updated as an ongoing process as required. The policy will be reviewed by the Governor safeguarding sub committee on an annual basis.

| Date of update | (U) Updated<br>(R) Reviewed<br>by | How was updated disseminated           | Parents informed | Policy on website |
|----------------|-----------------------------------|--|------------------|-------------------|
| July 2014      | H.Gee (U)                         | Staff meeting                          | Yes              | No                |
| Sep 2015       | H.Gee (U)                         | Staff briefing                         | no               | no                |
| Oct 2016       | H.Gee (R)                         | Staff email – all staff to familiarise | Yes              | no                |
| Oct 2016       | S. Hughes (R)                     |  |                  |                   |
| Dec 2016       | H.Gee (U)                         | Copies in staff room                   | Yes              | Yes               |
| Feb 2017       | H. Gee (U)                        | N/A                                    | Yes              | Yes               |
| Oct 2017       | H. Gee (U)                        | Copies in staff room/ briefing/INSET   | Yes              | Yes               |
| 8 Nov 2017     | H. Gee (U)                        | Staff briefing                         | No               | No                |
| 2/1/18         | H. Gee (U)                        | Staff INSET                            | Yes              | Yes               |
| 2/1/18         | S. Hughes (R)                     |  |                  |                   |
|                |                                   |  |                  |                   |



## Appendix 1

### Collection of Children

It is the school's policy to only hand over a child to the parent or guardian whom we personally know, or to someone who has been authorised in advance to collect a child by the parent or guardian. All parents are made aware of this policy and asked to personally introduce us to any other person who may be required to collect their child. If, in the event of an emergency or some other incident whereby a child needs to be collected by someone we are not familiar with, the procedure is as follows:

The parent is required to give the name and description of the authorised collector. The collector on arrival at the school must be aware of the unique password. If this person is unknown to the school then they must have with them personal identification such as a driving licence or passport. Identification has to be shown before the child is allowed to leave.

If a member of staff is not entirely satisfied with the identification the school reserves the right not to hand over a child until a further check is made with the parent or guardian.

If, in exceptional circumstances, parents are delayed and likely to be late collecting their child at the end of the school day, the school office should be contacted. We are unable to have pupils on site and unsupervised. Activate, our before and after school club is available for any parent likely to be delayed more than 5 minutes and Activate staff can be contacted directly during working hours (7.30am to 6pm)

Bowdon Prep has the highest regard for the safety of the children in our care – from the moment they arrive to the moment that they leave.

- In the event a parent or carer does not arrive to collect their child, then the child's name is added to the afterschool register.
- Office staff should be informed by the teacher in order to make contact with the parent, carer or designated adult. Other emergency contact details available will be used where necessary in order to try to ascertain the cause for the delay, and how long it is likely to last. Messages will always be left on any answerphone requesting a prompt reply
- Where space permits the child will be placed in Activate, otherwise they will stay with the member of staff.
- Where unforeseen problems have arisen and the parent has not collected the child by 4pm and Activate is full, then the child will remain under supervision in the school office. Parents are responsible for ensuring that their child has been collected by 5.00pm
- After 30 minutes, if the child has not been collected and contact cannot be made with parents (or an adult that the parents nominated as a responsible person), then this will be treated as a safeguarding issue and the relevant authorities will be contacted.
- If a child has been uncollected at the end of the after school care session (6pm) and if, after repeated attempts, no contact is made with the parent, carer or designated adult, and a further period of 30 minutes has elapsed, the Headmistress/ Duty staff will call the local social services department for advice

- In the event of the social services being called and responsibility for the child being passed to a child protection agency, the Headmistress/Duty staff will attempt to leave a further telephone message with the parent/carer or designated adults' answerphone. Furthermore, a note will be left on the door of the school's premises to reassure them of the child's safety and informing them of a suitable contact number
- Under no circumstances will a child be taken to the home of a member of staff, or away from the school's premises unless absolutely necessary, in the course of waiting for them to be collected at the end of a session
- Incidents of late collection will be recorded by the Headmistress and discussed with parents/carers at the earliest opportunity. Parents and carers will be informed that persistent late collection may result in the imposition of the withdrawal of the child care facility

All children attending after school clubs and activities (including sibling club) will need written parental permission. Any club must be supervised by a responsible adult who has appropriate DBS clearance. There should be a member of staff on site until all clubs have finished. It is the responsibility of parents to arrive on time to collect their child or to telephone immediately if they are going to be late. Appropriate risk assessments for any activity should be in place. The above procedure will be put in place for any children who are not collected from afterschool clubs.

## **Appendix 2**

### **School Visitors Policy**

#### **Procedures**

Visitors are always welcome in our school and we strive to make their experience happy and purposeful so that they will want to return. However, our first duty is to our pupils and staff, and so we have to be mindful of necessary processes that must be in place to safeguard those in our care. Staff and pupils are reminded of the practice embodied in our aims and ethos, and ensure that visitors to the school feel that personal relationships and day to day interactions are characterised by caring, courtesy and respect.

#### **Purpose**

This policy seeks to ensure that staff are aware that visitors can make an important contribution to the life and work of the school and that visitors themselves can benefit from contact with the pupils and staff. The purpose of this policy is to help our school use visitors from the wider community to provide relevant and high quality services directly to pupils or in support of pupils, appropriately and safely.

#### **Key definitions**

There are a wide range of different visitors to school – below are the main examples of visitors to our school:

- volunteers who carry out services in an unpaid capacity
- students who are carrying out activities as part of their unit of study
- individuals or groups who will be paid directly by the school

#### **Visitors' roles**

Visitors' services or activities must have a clear educational purpose, add value and relevance to pupil learning, complement the whole school program, and be undertaken in accordance with this policy.

Support provided by visitors may include:

- enrichment and specialist support for students – for example, music, drama, foreign language tuition and sport
- Special Needs support from Educational Psychologist, Behaviour Support Team or Link Teacher
- Support for pupil health and wellbeing – for example, health professionals
- Governors and advisers/inspectors monitoring the work of the school.
- Maintenance work to the school eg ICT support services, NPS, Fire Officer etc.
- Classroom support from students (eg work experience, MMU, Trafford college students, Trainee teachers and parents on a voluntary basis)

#### **Procedure to be followed**

This framework provides guidance to ensure that visitors' participation is managed consistently and well, and understood by all participants, to ensure the greatest benefit to schools and visitors. All

required procedures must be completed, and all relevant forms and agreements must be in place, before a visitor's activity or program commences

### **The Process:**

1. All visitors must report to the main entrance and sign in the visitors' book, stating the nature of their visit, time of arrival and car registration, if unknown to the school identification is checked prior to admission in to the school. All visitors are required to sign in and to wear a visitor's badge; these have the school logo.
2. By prior arrangement designated parking spaces are made available for visitors on the school car park; visitors who use these spaces are informed by the member of staff they are visiting that they are not allowed to drive on or off the premises between 8.20am to 9.15am and 3pm to 4pm.
3. The Headmistress must be made aware of any visitor who will be working with children or within the classroom before the activity can commence.
4. Where ever possible visitors to the school must have had the relevant security checks as advised by the Local Authority eg Children's Barred List Check, or DBS checks. A record is kept in the school office. The school may seek suitability checks through social media or google.
5. Visitors to classes for specific purposes of contribution to topics, relating experiences etc are to be encouraged and welcomed. In arranging such visits, teachers should consult with the Headmistress prior to finalising arrangements and should try to ensure that the visit causes minimum class/school disruption.
6. If no CRB clearance is shown, for example as in the case of a interviewee, then a member of school staff is to escort the visitor at all times. Visitors with access to pupils are given a summary copy of the Safeguarding policy
7. Whenever possible, contractors working in the school grounds are engaged to work outside school hours or outside term time. When this is not possible, all personnel are asked to prove a copy of CRB clearance and, if possible, they are kept away from children.
8. Insurance details of any contractors working within the school must be checked by the Bursar before commencing work on site. And must have the necessary insurance cover for work in schools. Contractors must also be made aware of the school's asbestos record before work starts.
9. Contractors must ensure they liaise with the Senior Managers of the school with regard to health and safety issues. Eg where pupils will be working, walking etc and when. A risk assessment will be carried out to address levels of supervision required.
10. All visitors working with the children must be made aware of the school's confidentiality policy.
11. A member of staff, teacher or learning support assistant, would be present at any pupil related activity carried out by the visitor to ensure that relevant policies and procedures were followed.
12. All visitors must sign the visitors' book when leaving the school in case a register had to be taken eg fire drill. We also welcome any visitors' oral or written comments with regard to their welcome, the ethos of the school etc.

13. Any visitor not recognised by staff in school will be questioned and if necessary calmly asked to leave.

### **Intruders**

If an intruder comes onto the premises then the office staff should be alerted immediately. The Headmistress and site manager should be contacted and they will identify and assess the risks. The intruder will be questioned and escorted off the premises. The school will establish and maintain close liaison with the local police. Procedures are in place to enable the police to be called and to respond promptly when incidents occur. The school will work with the Police to confirm the circumstances in which they will pursue a prosecution against an assailant. If a visitor turns up to talk to a member of staff without an appointment then they should usually be sent away having been told to make an appointment. If in doubt contact the Deputy Head or Headmistress. The visitor may leave appointment times with the office staff that will pass these times onto relevant staff member.

### **Visitors who display inappropriate behaviour**

The office should be alerted and the visitor should be escorted immediately to reception where help should be sought from a member of the SLT. If necessary the police should be called. The incident should be recorded and given to SLT.

### **Contractors**

Contractors include people engaged to perform work who are not directly employed by the school. In many instances work processes will be carried out near classrooms, playgrounds or other areas occupied by pupils or staff while the school is in operation. It is important that good lines of communication between the school and contractor are established *before* work commences to ensure that health and safety issues and supervision are appropriately managed.

*Appropriate supervision is deemed to be where the work is either in an area which is constantly supervised or within eye sight of a member of the school's workforce, or where the work being carried out is physically cut off from the children by means of closed doors, fencing or gates. There should be no opportunity for children/young people to engage in conversation with a Contractor without being observed by another member of staff.*

If the school is concerned with inappropriate activities being undertaken these should be raised immediately with the Contractor and the Headmistress. It is recommended that the Headmistress confirms receipt and understanding of the School's Safeguarding policy from the Contractor. It will be the responsibility of the School Site Manager to ensure, in respect of contractors coming onto the school site, that he/she carefully monitors their activity to ensure that the policy is strictly adhered to. In all cases the Contractor should ensure that each employee has individually confirmed in writing that he/she has read and understood the School's Safeguarding policy by signing and dating a copy before visiting the school. A copy of the confirmation should be kept by the Contractor with the employee's

records. The Contractor should also ensure that each employee has identification including the company name and the employees' name.

Typical issues that will need to be discussed with contractors prior to work starting include:

- How will the work affect school activities eg use of heavy machinery on site, noise, dust?
- Contractors will need to sign the asbestos log before work commences
- Safety arrangements the contractor will have in place.
- Vehicle & equipment movement in the school grounds.
- Timing of certain activities eg can it be done when students have left the grounds.
- Areas of the school that will be affected eg appropriate barricading of work areas.
- Maintenance of essential utility services (water, sewerage, electricity, telephone contact etc).
- Managing excessive noise, dust or fumes.
- Protocols for communicating between the school and contractor eg regular meetings.
- Hand-over process at the completion of the work.

## Appendix 3

### Risk Assessment: visitors to the school

#### Hazards identified

- Visitors driving onto the school car park at the beginning or end of the day, when children are arriving or leaving – potential safety issue
- Visitors entering the school grounds, including contractors employed by the school, who may not have CRB clearance – potential safeguarding and general security issues
- Visitors entering the school buildings, including contractors employed by the school, who may not have CRB clearance – potential safeguarding and general security issues

#### Risks assessed

- Child protection, within the school grounds and buildings
- Child safety, within the school grounds and buildings
- Protection of confidential documentation held within the school
- Safety of property from theft or damage by unwanted visitors

#### Measures taken to reduce risks – also see School Visitors Policy – The Process

- Parents are not allowed to park in the school grounds; teachers who do park there are not allowed to move their cars when children are coming out of school and must wait until there are no children or parents in the yard
- 'No dogs' notices are prominently displayed in the school collection area, mainly for parents dropping off or collecting children; staff regularly check that no dogs are being brought onto the premises at the start or end of the day
- All entrance doors to the school are to be kept locked at all times during the school day
- Children are regularly reminded in form time, school assemblies and PSHEE lessons not to open any of the outside doors to anyone, even if they know who they are; they must ask a teacher or other member of staff
- Clear notices direct visitors to the main entrance door, where there is a bell that rings in the reception area
- The school reserves the right to refuse entry or to terminate a visit at any time
- Any visitors on site who are not recognised should be approached by a member of staff and escorted to the office for registration
- The reception staff member escorts the visitor to the person they have come to see
- Visitors are asked to return to reception before they leave the premises, to sign out



## Bowdon Preparatory School Missing Children Policy

This policy sets out the schools expectations for whole school practice including Early Years and Out of School and the responsibilities of different staff in contributing to an outstanding learning environment. It should be read in conjunction with the following policies.

|  |                             |
|--|-----------------------------|
| Child Protection and Safeguarding Policy | Health and Safety Policy    |
| Early Years Policy                       | Care and Supervision Policy |
| PSHCEE Policy                            | Activate Handbook           |

### **Introduction**

Making sure the pupils are present, accounted for and safe is a vital role of the staff at the school. Note: A child going missing from school or from home is a potential indicator of abuse or neglect. Staff should follow this procedure for dealing with children who go missing and refer the Child Protection & Safeguarding Policy if appropriate.

### **Purpose and Aims of this Policy**

The purpose of this policy is to give all staff, both teaching and non teaching, a clear understanding of how to respond and who to inform should they discover a child is missing. The aims of this policy statement are to:

- provide a clear procedure which is understood and effectively implemented by all staff
- enable the missing child to be located as quickly as possible and given the appropriate level of safety and security commensurate with the pupil's age and emotional/behavioural maturity.

### **Procedures to ensure all pupils are present**

Parents are responsible for making sure their children come to, and are delivered to, the school safely. On arrival, all pupils are registered. If a pupil is not present, the office staff will attempt to make immediate contact with the parents or carers of the pupil to establish the reason for the absence. Year 6 pupils may travel to school unaccompanied. Parents are asked to advise the School in writing if this is the case and the School will follow up on any non-appearance in the same way. Pupils are also registered before the start of the afternoon session to check that they are still in school. As well as these formal measures, staff will do informal checks on the class during the day, particularly if they are moving around, leaving the building or going on transport

### **Occasions when a child may go missing**

Staff need to be mindful that a child can go missing at any time of the day. These times and examples of the occasions providing opportunities for a child to go missing are:



### **From an indoor lesson**

This could occur when a child is allowed to leave the classroom unaccompanied by an adult and fails to return eg:

- to go to the toilet,
- to collect something from her bag in the cloakroom
- being sent to another class or teacher as a punishment
- undertaking errands for the teacher such as taking the register to the office.

### **From an outdoor lesson**

This could occur when the class are outside the building with the children spread out and/or engaged in a variety of activities that make it is easy for a child to wonder away unnoticed. eg

- during games lessons on the playground or field
- during other outdoor lessons, (eg measuring parts of the building)
- at the beginning or end of outdoor lessons when children are getting changed or using the toilet, drinking fountains etc.

### **Travelling about the school**

This could occur when the children are spread out and beyond the teacher's direct total supervision. eg

- going to and from the hall or outdoors before and after a PE lesson,
- going to and from the hall before and after assembly
- going to and from the classroom at the beginning/end of lunch/break times

### **Other Times**

These include:

- At the start of the school day when children are freely moving about the grounds and building to get to their cloakroom and classroom.
- At break and lunch times
- At the end of the school day when children and parents are freely moving about.

### **Upon Discovering a Child is Missing**

It is important that the person discovering a child is missing knows what to do. What action is taken depends on who discovers the child is missing. Therefore, the following action should be taken by the following personnel.

**Voluntary helpers will:** Notify immediately the class teacher. If the teacher is not available for whatever reason they must inform the classroom support staff if there is one, or, if there is not, the nearest available teacher. They should state

- the name of the child (if known) or a description of the child (if the child's name is not known to them)
- what the child was last seen doing and where
- how long since they last saw the child.

Thereafter they should assist with any organised search for the child as directed by the class teacher or the Headmistress.

**Classroom Support Staff will:** Notify immediately the class teacher. If the teacher is not available for whatever reason they must inform the nearest available teacher. They should state

- the name of the child
- what she was last seen doing
- where, and how long since they last saw the child.

Thereafter they should assist with any organised search for the child or supervision of the rest of the class as directed by the class teacher or the Headmistress.

**Lunchtime supervisors will:** Notify immediately a teacher, or the Deputy Head or Headmistress (whoever is found first). They should:

- state the name of the child (if known) or a description of the child (if the child's name is not known to them)
- what the child was last seen doing
- where they were last seen and how long since they last saw the child.

Thereafter they should assist with any organised search for the child or supervision of the rest of the children as directed by the Headmistress or Deputy Headmistress.

**The Class Teacher will:** Conduct a search of the immediate surroundings,

#### Indoors

- in the classroom (looking under tables, work surfaces and other possible hiding places such as cupboards)
- adjacent work areas and classrooms
- nearby cloakrooms and toilets.

#### Outdoors

- in the immediate area where the child was last seen including looking under bushes and up trees etc. [NB The teacher should quickly arrange for another adult (eg support staff or neighbouring teacher) to supervise their class while they conduct any search away from the class for which they are responsible].

If this initial search does not find the child the teacher shall begin a wider search of the school buildings and grounds including searching public areas in other parts of the school eg library areas, toilet and cloakroom areas, corridors, hall etc. (it is not necessary at this stage to search classrooms unless they are empty). The task of undertaking this search can be done either by the teacher personally or they can delegate this to a member of the support staff depending on the teacher's knowledge of the child including their emotional and behavioural characteristics.

At all times the rest of the class must be supervised by either the class teacher or a member of the support staff. If appropriate a neighbouring teacher can be asked to supervise the class (as well as their own) to enable both the teacher and the support staff to conduct the search.

If this search does not discover the missing child within a reasonable time the teacher must inform the Headmistress (directly or via the school office) of the missing child and the facts surrounding the child's disappearance.

**The Headmistress will:** Take charge of the situation. If satisfied that the class is adequately supervised the Headmistress will join the teacher (and support staff if applicable) in searching the school premises for the missing child directing the teacher (and others) where to search (eg while she searches externally, the teacher searches internally) Alternatively, the Headmistress may direct the teacher (or support staff) to return to their class in order to continue supervising the class and to be a familiar adult should the missing child return to their classroom. In this situation the Headmistress will continue the search alone or with other available adults.

When the Headmistress is satisfied that the child is not on the premises she will instruct the office staff to contact the child's parents and inform them of the situation and to enquire if the child has returned home. If the child is at home the parents will be informed by telephone of the known facts surrounding the child going missing. If the child is not at home the Headmistress will, in consultation with the parents, begin a search outside of the school premises.

If the parents cannot be contacted at home the Headmistress (or other adults as directed by the Headmistress) will begin a search outside of the school's immediate premises. This may include a visit to the child's home if this is near the school. If the child is not found within 45 minutes the Headmistress (or other staff if so directed by the Headmistress) will inform the police and, as appropriate, the social services and the Chair of Governors of the child's disappearance.

Thereafter the Headmistress will follow the instructions of the police regarding the continuation of the search for the child.

**The Office staff will:** Inform the Headmistress of the missing child and then await further instructions. They will not take part in the search but will instead contact the child's parents when instructed by the Headmistress to do so and inform them of the situation and enquire if the child has returned home. They will then hand communication with the parents over to the Headmistress unless directed otherwise by the Headmistress. If the parents cannot be contacted the office staff will, if directed to do so by the Headmistress, telephone the police, social services and Chair of the school governors to inform them of the missing child and giving them such information as they may request.

The school staff, including the Headmistress, will then continue the search as directed by the police and the office staff will continue to try to contact the child's parents.

### **Missing Children Seen Running Off the Premises**

If, during the search, the missing child is seen leaving the premises, the member of staff witnessing this must inform the most senior member of staff immediately available or, if none is available, send a message to the office via a reliable messenger without losing sight of the child if possible.

As a general rule staff should not pursue a child beyond the school boundary. Instead they should report to the Headmistress where they last saw the child and the direction the child was heading so that this information can be communicated to the parents or police as appropriate. The member of staff should then return to their normal duties unless directed otherwise by the Headmistress. In certain circumstances it may be appropriate for the member of staff to go beyond the school boundary, eg to retrieve a child who has accidentally wandered out of an open gate, or to follow/retrieve a child with special needs who has deliberately left the premises but in doing so does not understand the gravity of their action.

Staff are expected to use their professional discretion in deciding whether or not it is appropriate to go beyond the school boundary in pursuance of such children. If a child is followed beyond the school boundary the member of staff must behave in a manner that is not threatening to the child.

They must not run after the child as this may cause the child to run into a dangerous situation, eg the child might run into a road without looking out for traffic in an attempt to evade the pursuing, running adult.

In exceptional circumstances where a child is known to be liable to run off the premises, the school may prepare and enact contingency search plans involving named staff. When enacting these plans staff should be mindful not to put themselves or the child at risk.

### Investigations

When a missing child has been located and safely returned to school, the child's family or the police, the Headmistress will conduct an investigation into the circumstances of the child going missing. This is in order to identify any factors that need to be addressed by the school or communicated to the parents to prevent a recurrence of the child going missing.

### Policy Dissemination and Review

This policy will be available to parents via the school website and information will be shared throughout the year via the school bulletin. Staff will be familiar with the policy through termly INSET meetings as part of the safeguarding updates and in weekly briefings where necessary. This policy will be formally reviewed each year by the Headmistress and updated as an ongoing process as required. The policy will be reviewed by the Governors every year.

| Date of update | (U) Updated<br>(R) Reviewed<br>by | How was updated disseminated           | Parents informed | Policy on website |
|----------------|-----------------------------------|--|------------------|-------------------|
| Sep 2015       | H.Gee (U)                         | Staff briefing                         | no               | no                |
| Oct 2016       | H.Gee (R)                         | Staff email – all staff to familiarise | Yes              | no                |

|          |               |                      |     |     |
|----------|---------------|----------------------|-----|-----|
| Jan 2017 | H.Gee (u)     | Copies in staff room | Yes | Yes |
| Jan 17   | S. Hughes (R) |                      |     |     |
| 2/1/18   | H. Gee (R)    | Staff INSET          | Yes | Yes |
|          |               |                      |     |     |
|          |               |                      |     |     |

## **Appendix 5**

### **School Outings and Trips - Missing Children Procedures**

#### **Aim:**

We aim at all times to keep children safe and secure whether on school premises or in our charge off site. We take all reasonable precautions to ensure the safety of the children.

In the event that a child goes missing when on a school outing, we shall follow the procedures outlined below.

Outings are recorded in an outings record file stating:

- the date and time of outing
- the venue and mode of transport
- names of staff assigned to named children
- time of return

Staff take a list of children's contact details with parent/carer details, numbers and emergency numbers, a mobile phone as well as a mini first aid pack, a snack and water. The amount of equipment will vary and be consistent with the venue and the number of children as well as the length of time they will be out.

#### **Missing child:**

If a child goes missing from an outing where parents are not in attendance and responsible for their own child, this procedure is followed:

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray.
- One member of staff searches the immediate vicinity but does not search beyond that.
- The person in charge is informed, if s/he is not on the outing and makes his/her way to the venue to aid the search and be the point of contact for the police as well as support staff.
- Staff take the remaining children back to school.
- The Head contacts the child's parent who makes his/her way to the school or outing venue as agreed with the Head.
- The staff contact the police using the mobile phone and report the child as missing.
- In an indoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found.

#### **The investigation**

The Head carries out a full investigation taking written statements from all staff present at the time, or who were on an outing.

The key person/ staff member writes an incident report detailing:

- the date and time of the report;
- what staff/ children were in the group or outing;
- when the child was last seen in the group/ outing;
- what has taken place in the group/outing since then; and
- the time it is estimated that the child went missing.

- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation all staff co-operate fully.

In this case, the police will handle all aspects of the investigation, including interviewing staff. Social Services may be involved if it seems likely that there is a child protection issue to address.

The incident is reported under RIDDOR agreements and is recorded in the incident book; the local authority health and safety officer may want to investigate and will decide if there is a case for prosecution.