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School Manual Ref:	



# STOVER

## Supervision and Missing Child Policy

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

Stover School

February 2017

August 2022

## **1 Supervision Policy**

The purpose of this policy is to offer guidance to all staff about the appropriate supervision of all pupils throughout the school day. A duty rota will be available to staff at the beginning of each term and then subsequently displayed in the staff room.

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

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

The staff member supervising pupils must ensure that they are responsive to the needs of the pupils, will react to any incident and will report any such incident to the appropriate staff within school, such as the School Nurse, and the senior member of staff on duty. Staff have a radio to use when on duty.

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

## **2 Supervision Before School**

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

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

Where a child fails to attend school the Attendance and Absence Policy will be adhered to.

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

Nursery children are taken to the Nursery entrance by their parents from 08.00am, if attending breakfast club, otherwise 8.30am, where they are greeted by the Nursery staff. The child's attendance is then recorded in the register.

Any Preparatory School pupils who arrive between 08.00 and 08.15 must report to Turkey Hall where they will be supervised by a member of staff. A register is kept of these early arrivals. These pupils will be escorted to the school playground at 08.15am. Pupils who arrive between 08.15 and 08.30 should go directly to the school playground where they will be supervised by two members of staff. Class teachers will collect their class from the playground at 08.30am. The exception to this is Reception pupils who may be taken directly to their classroom from 08.15am. In the event of untoward weather, during these times, pupils will report to Turkey Hall, where staff will be on duty. Similar to the playground, staff will collect their class at 08:30am.

### **2.2 Senior School**

Any Senior School pupil that arrives after 8.00am and before 8.20am is expected to go straight to the Dining Room where they will be supervised by the Duty Team Leader.

## **3 Supervision at Break**

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

Nursery children have a morning and afternoon snack within their daily routine. At all times pupils should be closely supervised by nursery staff based on a 1:13 or 1:8 ratio, depending on the qualification of the staff members working. Nursery children have access to outside playtimes, which are supervised by nursery staff. Daily risk assessments are undertaken daily and the nursery gates padlock during break times.

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

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

If the Duty Team Leader designates that it is a 'wet-break' then Reception to Year 2 pupils should go to Turkey Hall, where they will be supervised by members of staff on duty. Year 3 to Year 6 pupils should go to the Year 5 classroom where they will be supervised by duty staff. In the event of Turkey Hall being in use, KS1 pupils (Reception-Year 2) will return to their own classrooms.

In the afternoons, classes are broadly on a 2:25-2:40pm break so in the event of poor weather, class teachers are responsible for their own wet breaks in the afternoon. Often teachers will combine classes with a year group partner.

### **3.2 Senior School**

Duty staff should begin supervision promptly and are strategically placed around the senior school.

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

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

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

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

## **4 Lunchtime Supervision**

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

Nursery children are toileted and have their hands washed before lining up. Nursery staff walk pupils to the dining hall, for their lunch, which begins at 11.30am. Pupils line up to walk up the stairs and then hold hands in pairs, with staff members at the front and at the rear of the line to walk to the dining hall.

Staff members must take the register, mobile phone, wet wipes, First Aid Kit and any pupil medication with them to the dining hall. In the hall, children's lunches are served by nursery staff, once children are seated. They are offered a little of everything but are not forced to eat. Children are encouraged to use cutlery correctly and are reminded of good table manners. Dessert is served when children have finished the first course. When everyone is finished, children line up and a head count will be taken before walking back to the Nursery building. On return to the Nursery, all children wash their hands, then play in the nursery garden until rest time.

At 13.00, the Nursery doors are opened and one member of staff will stay at the door to dismiss children who only attend the morning session and greet parents and children attending the afternoon session. The afternoon session register is then taken at circle time.

Preparatory lunch breaks span from 12:00am to 1:15pm. Class teachers walk with their classes to the Prep School dining hall. Reception, Year 1 and Year 2 classes walk to the Prep School dining hall from 11.25am-11:35pm. Years 3 to Year 6 classes walk to the canteen from 11:45-12:00pm. In the Prep School dining hall, class teachers should sit with their class to supervise dining and model good table manners. When Reception to Year 2 classes have finished eating, they are walked to the Preparatory School playground by the class teacher where they are then supervised by members of staff on lunchtime duty. Year 3-6 pupils are allowed to walk themselves to the Preparatory School playground, independently, or in small groups, once they have finished eating and have asked permission to leave. Pupils are also supervised by teaching and support staff.

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

Please see the Wet Play Arrangements, for morning break and Lunchtime, in the event of inclement weather.

## **4.2 Senior School**

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

During the first half of the lunch break, 12.00pm – 12.45pm duty staff will supervise the outside areas. For the second half of the lunch break, 12.45pm – 1.30pm, duty staff will supervise the outside areas. At 1.30pm the duty staff will inform the pupils that lunch has ended and that they should make their way to their Form rooms for afternoon registration.

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

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

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

#### **5.1.1 Nursery Departure**

The end of the nursery day is 4pm, however children can be collected from 3.45pm onwards. Parents collect from the Nursery front door and children are only released known adults.

Should a parent / carer arrange for someone different to collect their child the Nursery staff must be informed in advance. If possible, they should bring the person to the setting beforehand. In addition, carers with whom the Nursery are not familiar are required to use the family code word which parents have adopted when completing the 'Personal Details' form on enrolment. Under no circumstances will a child be allowed to leave the Nursery unless he / she is with a previously identified, authorised person. Children are then marked out in the registers. Some children may use the afterschool provision which ends at 4.30pm. The above practices will follow. Please see 5.17 for procedures for an uncollected child.

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

Reception, Year 1 & 2 are dismissed outside their classroom area at 3.30pm and 3:45pm, respectively. Any pupils who are not collected at that time are supervised by their class teacher or designated learning support assistant-until they are collected by a parent or family member.

### **5.1.3 Prep**

Pupils in Years 3-6 who are going home at the end of the school day are dismissed from the courtyard at 3.45pm. Those not collected by 4.00pm are supervised by their class teacher-until collection. Pupils attending an after school club go directly to their club location at 3.45pm.

### **5.1.4 Collection from After School Clubs**

At 4.30pm all pupils going home with parents/carers are collected from courtyard where they are dismissed by After School Club members of staff.

### **5.1.5 Buses**

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

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

### **5.1.6 4.30pm-5.00pm supervision**

Supervision is provided from 4.30pm-5.00pm by Late Duty members of teaching or support staff; based on a x3 week rotation of cover-Monday to Friday. See Break duties rota.

For those pupils who require After School care (in the Pre-Prep or Prep) a register is taken for any children staying on between these times- and they are supervised in the Prep school library or duty member of staff's classroom.

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

In the event of a Nursery child not being collected by 4pm, nursery staff will attempt to make contact with the parent/carer and estimate a time of collection. The child will then attend afterschool club with a member of nursery staff, and wait for collection.

If a child is not collected by closing time, and there has been no contact from the parent, or there are concerns about the child's welfare then the safeguarding policy is adhered to and the following process is followed.

- The designated person is informed of the uncollected child as soon as possible and attempts to contact the parents by phone.
- If the parents cannot be contacted, the designated person uses the emergency contacts to inform a known carer of the situation and arrange collection of the child.
- After one hour, the designated person contacts the local social care out-of-hours duty officer if the parents or other known carer cannot be contacted and there are concerns about the child's welfare or the welfare of the parents. At this point if the DSL or DDSL cannot reach the pupil's contacts then a visit to home will be made. If contact still cannot be made then a referral to Devon County Council, MASH or the police will be made.

- The designated person should arrange for the collection of the child by social care.
- Where appropriate the designated person should also notify police.

A Reception Class pupil not being collected at 3.30pm, will be sent to the Pre-Prep After-School Care Club. If they have not been collected by 4.00pm, the School Secretary will attempt to contact the parent/carers to establish the estimated time of collection. If the school is unable to reach the parents or carer, the pupil will remain in the Pre-Prep After-School Care Club until 5.00pm.

A senior member of Preparatory School staff undertakes 'Late Duty' every day. Any pupils in Reception Class or Years 1-6 not collected by 5.00pm should be left with the senior member of staff who will attempt to contact the pupil's parents or emergency contact. If the parents continue to be delayed or cannot be contacted, the pupil will be escorted to the Senior School by the Late Duty staff member.

At this point the senior member of staff, Headteacher or Senior Leadership Team on duty will oversee the supervision of the child, alongside other members of staff in the boarding house. This senior member of staff will contact the Head of Preparatory School (Deputy Safeguarding Lead) and/or Mrs Helen Notman (Designated Safeguarding Lead). **No pupil will ever be left unaccompanied at any time.**

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

## 5.2 Senior School

### 5.2.1 Buses

Pupils are expected to make their way down to the Bus Car Park swiftly to enable the departure of the school buses by 4.45pm at the latest. The duty staff member will ensure that the buses are accessed in a safe manner. The Duty Team Leader will ensure that they communicate with the bus drivers before their departure to ensure that all pupils are accounted for. If a pupil is missing the school office will be contacted. Buses will only be allowed to depart once the duty staff member is confident that all pupils are accounted for.

### 5.2.2 Parent pick up

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

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

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

## 6 Medical Assistance

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

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

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

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

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

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

Ben Noble (DDSL): 07835 215994

Matt Appleby: 07828 588667

Sharron Humphries (Nursery Manager and DDSL): 07587777410

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

Richard Notman 07738 732303

Jeremy Stone: 07778 948476

Helen Notman: 07710 093867

Mick Mooney: 07584 258440

Sara-Jane Avery: 07484 125547

Danielle Robinson: 07736 441342

Simon Griffin: 07719 914522

## **7 Prefects**

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

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

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

### **8.1 Notification of Support Staff to assist with Search using the School Office and the radios.**

#### **8.1.1 EYFS**

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

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

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

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

- The staff member in Prep School Reception will immediately inform the Finance Office on Ext 227. They will contact and co-ordinate with the Estates Team in assisting with the search as well as any other available staff in the immediate area.
- The Nursery Manager/ Reception class teacher/teacher will delegate areas of search to all available staff including cupboards, wash rooms and anywhere a small child might hide. Doors and gates will be checked for signs of entry/exit.
- The buildings and grounds will be searched thoroughly in designated areas by individual members of staff.
- The School Fire Alarm will be rung to check attendance at the muster points.
- CCTV will also be viewed by the Estates Manager
- If after this time the child has not been located, the Headteacher or other designated person will:
  - Inform the police stating name, position and location and give a full description of the child stating the following:
    - Name and the name child responds to
    - Age
    - Any identifying features
    - Height and build
    - Level of ability to cope with danger
    - Communication skills
    - Description of clothing
    - Time child was last seen
    - Time child was discovered missing.

#### **8.1.4 Search Process Senior School**

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

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



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

### **8.1.5 Next Steps**

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

### **8.2 Actions to be followed by staff if a child (including boarders) goes missing on an outing**

- An immediate head count would be carried out in order to ensure that all the other children were present.
- A member of staff would search the immediate vicinity.
- The venue staff and venue manager will be informed to assist in arranging a more comprehensive search.
- The Headteacher will be informed by the lead member of staff and the Headteacher will inform the Designated Safeguarding Lead.
- The remaining children will be taken back to school.
- The Headteacher will ring the parents and guardian and explain what has happened, and what steps have been set in motion. Where parents and guardians are based locally, they would be asked to come to the venue/the school as soon as is practicable.
- The Police would be contacted if the pupil had not been found.
- The Designated Safeguarding Lead or DDSL would inform the Multi Agency Safeguarding Hub (MASH)
- The Headteacher would inform the Chair of Governors.

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

- Talk to, take care of and, if necessary, comfort the pupil.
- Speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing.
- The Headteacher of SPS or the Whole School will speak to the parents to discuss events and give an account of the incident.
- The investigation would involve all concerned providing written statements.
- The report would be detailed covering: time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, the purpose of the outing, the length of time that the child was missing and how the pupil appeared to have gone missing, lessons for the future.

### **8.1.5 After the Incident**

- In all instances the school would cooperate fully with any Police investigation and any safeguarding

investigation by Social Services.

- A full record of all the activities taken up to the stage at which the pupil was found would be made for the incident report. If appropriate, procedures would be adjusted and Risk Assessments drafted.