

Status:	Regulatory
Applies to:	Whole School
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Committee Monitor:	Education
School Manual Ref:	



STOVER

Supervision and Missing Child Policy

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

Stover School

October 2025

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 Head of Early Years. 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 First Aider, 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 of the time of the start of the school day. Pupils arriving between 8:00-8:30 are supervised (Preparatory School) or may wait in Mansion House (Senior pupils).

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 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.

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 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 at the end of the break. If the Duty Team Leader designates that it is a 'wet-break' then pupils are directed to their classrooms.

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.

If the Duty Team Leader designates that it is a 'wet-break' then the pupils will be asked to go to a designated room. The duty staff members will patrol the classrooms only.

4 Lunchtime Supervision

4.1 Preparatory School including EYFS

Nursery staff walk pupils to the dining hall, for their lunch, which begins at 11.30am and is supervised throughout.

At 13.00 the afternoon session register is then taken at circle time.

Preparatory lunch breaks span from 12:00am to 1:15pm. Pupils are supervised by teaching and support staff throughout.

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.

Duty staff are assigned specific areas throughout lunch. At 1.30pm pupils return 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 4-4:30pm, however children can be collected from 3:45pm onwards. Parents collect from the Nursery front door and children are only released to 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. Some children may use the afterschool provision which ends at 4.30pm. 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 in an afternoon club.

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. Any pupils who are not collected at that time are supervised in an afternoon club until 4:30pm.

5.1.4 Collection from After School Clubs

At 4.30pm all pupils going home with parents/carers are collected from the courtyard where they are dismissed by After School Club members of staff. Any remaining pupils are escorted to the Prep Library to be supervised until 5pm.

5.1.5 Buses

In the Prep school a bus register is taken by a member of staff who then escorts pupils to the buses by 4.45pm. Buses will only be allowed to depart once the duty staff member is confident that all pupils are accounted for. Seb

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

Reception staff will attempt to contact parents/guardians in the event of a child not being collected. The child will be supervised until collection. We are able to offer supper, prep and boarding if required.

- 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.
- If required contact to external agencies would be made.
- Where appropriate the designated person should also notify police.

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 (Designated Safeguarding Lead) and/or the safeguarding team.

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 5pm are expected to make their way to the Senior School library and will be supervised by the Duty Team Leader.

At 5.00pm the Duty Senior Leadership Team member will supervise the pupils in the Library. At 5.30pm the pupil may go to supper, 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, outside agencies will be contacted.

6 Medical Assistance

If Medical Assistance is required a staff member will ring the Medical centre or the School Office.

The member of staff that was the first to attend the pupil **must** stay with the pupil and provide details to the First Aider. 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.

6.1 Preparatory School Team Leaders including EYFS (01626 354505)

Ben Noble (DSL)

Sharron Humphries (Head of Early Years and DDSL)

Caroline Ward (Head)

Jeremy Stone (Deputy Head)

Mick Mooney (Assistant Head)

Sarah-Jane Avery (DDSL, Assistant Head)

Ben Steer (DDSL Boarding)

Danielle Robinson (KS5 Coordinator)

Simon Griffin (KS3 Coordinator)

Lewys Ryan (KS4 Coordinator)

7 Action to be Taken by Staff if a Child Goes Missing at School

7.1 EYFS

- The Head of Early Years will inform all Nursery staff on duty of the situation as well as the Head of the Preparatory School.
- The Reception class teacher will inform the classroom assistants of the situation as well as the Headteacher of the Preparatory School.

7.2 Years 1-6

- The teacher will inform all staff in the vicinity of the situation as well as the Head 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.

7.3 Search Process Prep-School (including Nursery School)

- The staff member in Prep School Reception will coordinate with key staff and the estates team.

- 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.
- 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.

7.4 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.

If, after a thorough search, the pupil is 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*)

7.5 Next Steps

- The search will continue with all available staff.
- The Head of School and Designated Safeguarding Lead will be informed.
- The School will contact the child's parents and 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)
- The Head of School will inform the Chair of Governors.

8. 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 Head of School will be informed by the lead member of staff and the Head of School will inform the Designated Safeguarding Lead.
- The remaining children may be taken back to school.
- The Head of School 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 Head of School would inform the Chair of Governors.

8.1 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 Head 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.

8.2 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.