



Carleton House Preparatory School

Supervision and Missing Pupil Policy

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To be reviewed

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Supervision and Missing Pupil Policy

MISSION STATEMENT

“We live, love and learn with Jesus”

Introduction

This policy refers to the whole school, including EYFS. It sets out the measures which the School implements to ensure that pupils are adequately supervised and controlled while on school premises, so as to ensure their safety and prevent them from harm. In the context of this policy, ‘Supervision’ means having adequate numbers of staff present in areas where pupils may come to harm, particularly when they are not in class, or are off site on regular school events (attending sports fixtures, at Calderstones Park, or at church, for example). ‘Harm’ means physical harm caused by accidents, misbehaviour, inappropriate play, leaving school grounds without permission, or entering areas deemed ‘out of bounds’.

Children must be supervised at all times. Children attending clubs and extra-curricular activities will not be left in school unattended. Parents will be asked to collect their child from the extra-curricular club once it has finished. All extra-curricular clubs will be dismissed by a member of school staff. If parents do not turn up to collect their child, the teacher in charge will sign them in to after school club and contact the parents. A charge will be applied.

School Gates

The main school car park gates are closed when the car park is full or at 8.30am and the pedestrian gate is closed at 8.45am. The conservatory door is closed at 8.45am. The nursery access gates to Cromptons Lane are opened at 8.00am and locked at 8.45am by the site manager. Entry to the school when gates are closed is via an intercom buzzer system, operated by the main office. CCTV is maintained of the whole school site, including gates.

Pupil’s Entrance – Conservatory Cloakroom (Years 1-6 pupils)

School is open from 8am each morning for early drop off. Care is provided after school hours until 6pm in our after school club. Before and after school club is located in the school hall. Parents are invited to drop their children off at the conservatory door where a member of staff is present to welcome and receive the children in to school. All parental enquiries are directed to the main school office to be accessed from the front of the school building. Parents arriving after 8.45am with their child should press the buzzer on the gate. They will be admitted by the office and should accompany their child to the main school office.

Nursery Entrance (Nursery and Reception pupils)

Nursery and Reception aged pupils can be dropped off from 8am to 8.30am at the Nursery door where they will be welcomed and received by a member of staff. From 8.30am Reception children can enter via their own entrance on the EYFS playground. Nursery children are collected from the double nursery doors opening on to the EYFS playground at either 1pm or 3.25 pm from the Cromptons Lane Gate. When the Crompton’s Lane gate is open at any times, the Nursery classroom door is either locked or manned at all times by a member of staff. This allows children to be received or handed over to their parents safely and ensures their safety in the classroom until the gate is locked and the school site is secure. Staff sign pupils out on a clipboard daily as they are handed to their parents. A secure password system is in place for pupils being collected by an adult other than their parents.

Staff and Visitor Entrance

Staff and visitors entry to school is via the main front door. Staff will use the keypad to gain entry and will sign in and out at the beginning and end of each day using our Inventory System. Visitors are followed visually on the CCTV from the pedestrian gates to the main school entry where they are welcomed by a member of office staff. If pupils are present on the playground when a visitor arrives to school, the visitor will be personally greeted and escorted to the main school entrance by a member of office staff. Visitors will be asked to sign in using the interactive sign in system and to sign out again when they leave. They will receive a visitor’s badge to be worn at all times and will be asked to read our safeguarding information leaflet and fire evacuation procedures. Staff will always challenge any unknown person on the premises without a badge and escort them to the school office.

Registration

Registers are taken at the beginning of the morning and afternoon session using our online pupil asset system. The responsibility to ensure that a pupil attends school regularly is that of the parents and guardians. The school will contact parents when children are absent from school without notification. The school administrator checks the registers every morning and will make first contact with parents of pupils not in school.

Extra Curricular Clubs

Staff not employed by the school, running extra-curricular activities are made fully aware of the school's procedures regarding pupil's security. A member of school staff will assist in the dismissal of pupils at the end of the club. Registers are taken by staff at the start of each extra-curricular activity. If a parent has signed a consent form and their child does not turn up for an extra-curricular activity, the member of staff running the club will speak to the school office or send two children to the office, to ascertain this child's whereabouts and whether he/she was in school on that day.

Extent of Supervision

The school day for Carleton House Preparatory School begins formally with registration at 8.45am and continues until the end of the last period at 3.25pm for KS1 pupils and 3.35pm for KS2 pupils. The school will provide supervision of children between the hours of 8.00am in the morning and 6.00pm using both class supervision and after school club as wrap around provision. After School Provision is in addition to school fees and will be invoiced in arrears at the end of each month.

Dismissal

Children from years 1 to 6 are dismissed from the Astroturf or if raining via the conservatory door by a member of staff, usually their class teacher. Parents are invited to wait for their child on the playground. Nursery and Reception children are collected from their classrooms.

No child is allowed to leave the school with anyone other than their parents unless this has been previously agreed with the parents, preferably in writing. Parents should inform the school in advance if their child is due to be collected by a person unknown to the school. If we have not been previously notified school will call parents to confirm arrangements. For pupils in Nursery to Year 2 classes, the unknown adult will be asked to confirm the agreed password for that child before the child is handed over. The password will have been confirmed by all involved on a data information form. For pupils in Year 3 to Year 6, the child will be asked to confirm the identity of the adult collecting them.

Any child who has not been collected by 3.45 p.m. will be taken into after school club by the class teacher and parents will be billed accordingly.

After school pick up is from the main front entrance. Parents should ring the buzzer on the pedestrian gate which will be answered via intercom and entry permitted. Parents are asked to sign the registration sheet which records time of departure. Parents are also informed of any accidents or incidents which may have occurred during the day.

Children who are not collected by 6.00pm will be cared for until the parents have been contacted and children collected. If no contact can be made after 10 minutes the Afterschool Club Supervisor will inform the Head Teacher. The Head Teacher will continue to seek to make contact with the parents. In extreme circumstances the Head Teacher will then seek the advice of social services.

Arrangements for General Supervision

All children will be supervised by a member of staff whilst in school. In the Early Years Foundation Stage, adult-to-child ratios are followed in accordance with the EYFS Statutory Framework. Children must usually be within sight of staff and always within sight or hearing.

Arrangements for Sports Supervision

Children will remain under the direct supervision of the teachers and support staff at all times when taking part in Games or Physical Education. Where children are taken off site for activities they will be supervised by staff at all times. Staff will always carry a generic first aid bag, the school mobile phone and any additional medicines required by individual children.

Break and Lunch Time Supervision

The school will ensure that children are adequately supervised during break times and at lunch time.

Parent Helpers

Where a parent offers their assistance to help supervise an event, such as a school trip, the school must ensure that the safety of other children is taken into primary consideration. Parent helpers should not be left alone with children, particularly other people's children, and should themselves be supervised by a member of staff. Parents are briefed on their responsibilities when accompanying a school trip and are asked not to take photographs of the children using their mobile phones. The school will complete a risk assessment for all volunteers to decide if a DBS or other safeguarding measures are appropriate.

Sickness and Medical Emergency (see First Aid Policy)

The school has members of staff who are trained to administer First Aid at Work and has members of staff on site with Pediatric First Aid Training. Parents should be reminded that staff with First Aid training are only equipped to deal with the immediate effects of minor accidents and illnesses, and that they cannot deal with more serious emergencies requiring medical attention.

If a child has an accident that requires immediate hospital treatment, an ambulance will be called. The school will contact the parent immediately after calling the ambulance. Should the ambulance arrive before the parent, the child will be accompanied to hospital by a member of staff.

Should a child fall ill during the day, parents will be contacted to collect their child. Parents who work in professions, or locations, where it may not be possible to get to the school within a reasonable period of time should provide the school with the name and telephone number of one or more responsible adults to act in their absence (for example other family members or trusted friends). All parents should provide at least 3 emergency contact numbers for their child.

If the school cannot contact the parent, or any of the alternative emergency contacts, we will act in Loco-Parentis and care for the child until contact is established.

Missing Pupils

The staff and governors of Carleton House Preparatory School fully recognise the contribution we make to safeguarding and promoting the welfare of our children. We recognise that all staff, including volunteers, have a full and active part to play in protecting our pupils from harm. All staff and governors understand that our school should provide a caring, positive, safe and stimulating environment, which promotes the social, physical and moral development of the individual child.

Children's safety is maintained as the highest priority at all times both on and off our premises. In the unlikely event of a child going missing, the procedures detailed below will be immediately put into place. These ensure that a systematic approach to finding the child is taken and consideration is given to the levels of risk.

Procedures and Safeguards to Minimise Risk

Carleton House is situated on a secure site with secure perimeter fencing and electronic gates. The site is covered by fully operational and monitored CCTV. The children in the Foundation Stage and Year 1 are always accompanied to other areas of the school, such as the playground by an adult. The infant girls toilet fire escape door is fitted with a silent alarm which sounds in the school office to alert staff to an open door.

Consequently, there are a limited number of situations where a child could go missing but in the event of this happening the following procedures will be followed:

- The Head teacher will be alerted immediately.
- In the absence of the Head teacher, either the Deputy Head will be alerted.
- Doors and gates will be checked by the staff and site manager to see if there has been a breach of security.
- Enquiries will be made of the relevant members of staff, as to when the child was last seen and where.
- If appropriate, enquiries will be made of the remaining children as to when the child was last seen and where.
- The Head teacher will appoint a person or people to immediately carry out a thorough search of all rooms in all buildings, gardens and outside areas.
- The CCTV Cameras will be used to assist the search.
- The remaining children will be gathered into one large group, e.g. for a story to ensure their security and well-being.
- The office staff will immediately check the signing in log to ascertain who is on the school site.
- If the child cannot be found within fifteen minutes, the parents and the police will be informed.
- The search will continue, widening the area until the police arrive.
- Staff will ensure the safety of the other children with regards to supervision and security whilst a search is taking place.

If a child goes missing from an outing, where parents are not present, the following procedures will be followed:

- As soon as it is noticed that a child is missing, staff on the outing will ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray.
- The Head Teacher will be informed who will then make her way to the venue as soon as possible.
- The staff will contact the venue's security who will handle the search and contact the police if the child is not found.
- Staff will liaise with venue security and assist with the search as appropriate.
- The remaining children will be gathered together whilst the search is in progress.
- The Head teacher will inform the parents of the child.

When the Child Is Found

- Two members of staff will care for and talk with the child.
- When the situation has been resolved the Head teacher will review the reasons for it happening and implement measures to ensure that it does not happen again.
- Parents will be invited to a meeting to discuss the events and surrounding circumstances.
- An incident form will be completed and signed by the parents and the Head teacher.
- The Chair of Governors will be informed.
- Records of incidents will be filed securely by the Head teacher.
- A review of current policy and practice will be undertaken with necessary changes implemented as a matter of urgency.