



# St. Mary's College

## Preparatory School

### **Supervision of Pupils Policy** **(including procedures for missing children)**

**Date Written: August 2016**  
**Reviewed: September 2024**

## **St Mary's College Preparatory School**

### **Missing Child Policy (This policy includes EYFS Reception, KS1 and KS2)**

This policy has been written in consultation with staff and governors of The Prep and with due regard to the school's mission statement:

**Our Mission is to provide an independent Catholic education for boys and girls of all faiths aged 0-18; to provide individual challenge towards holistic and balanced development, service and achievement for life and beyond; and to try to show our Faith by the way we live, showing care and consideration for each other, those around us and the environment.**

The welfare of all children at The Prep is our paramount responsibility and priority and all staff are aware of the importance of keeping all children safe at all times.

The staffing ratios at The Prep are appropriate and in line with statutory regulations for all ages and are designed to ensure that all pupils are supervised whilst in the school's care.

The school playgrounds are surrounded by secure fencing and gates and doors are either security coded or fitted with an electronic door release and intercom system. During school hours visitors to school must either enter through the main door via door release where they will be greeted by a member of staff or, in the case of deliveries, via the side gate using the intercom where a member of staff will escort them to their required destination. Visitors into school must sign the Visitor's Book and wear a visitor's badge. As they leave visitors are asked to sign out and return the badge. Necessary checks are made of all visitors.

Levels of supervision across the school may vary according to:

- The ages of the children;
- The nature of the contact with the children;
- The activities involved;
- Whether there are additional instructors/volunteers available for an activity;
- The duration and location of the activity.

Procedures at the beginning and end of the school day aim to keep all pupils safe and reduce the risk of a child going missing.

**Our current procedures are listed as follows:**

- School opens at 7.15am for pupils attending Breakfast Club.
- They will enter using the side gate and be supervised by Breakfast Club Staff.
- From 8.30am the pedestrian gate on to the playground will be opened and all pupils are supervised on the playground by members of staff on duty with a member of staff also manning the pedestrian gate.
- In inclement weather pupils are directed to their classrooms where they are supervised by members of staff.

## **REGISTRATION**

A class register is taken at the beginning of the school day and at the beginning of the afternoon session. Parents are requested to telephone, email the school or complete the absence notification on the school app or by email if a child is not able to attend the day's session before school begins. If there is no notification then school will contact the parents of those children who have been marked absent in the register by 9.30am on the same day. Pupils who have external appointments during the school day must be signed out and signed in when they return. This register is kept in the Reception area. If a child is late parents must inform the office.

## **IN CLASS:**

- Pupils are supervised throughout their lessons by their class teacher and/or by an additional adult such as a teaching assistant.
- Pupils may be left to work independently depending on their age and the group size, but they will be checked on by staff members regularly.
- Pupils will request permission to go to the toilet or to get water by a member of staff.

## **BREAKTIME:**

- Children are escorted on to the yard by their class teacher or support staff member.
- There are staff members assigned to cover break duty each day.
- At least one member of staff on duty will be first aid trained.

## **LUNCHTIME:**

- Pupils are escorted and supervised to the dining room facilities or onto the appropriate playground. A member of staff supervises the pupils in the dining room and lunchtime supervisors look after the children on the playground. All staff who have a school lunch eat with the children in the dining room.
- Children who attend lunchtime activity clubs or music lessons are collected from the appropriate playground by the staff responsible for the club or music lesson.
- In inclement weather, children are either supervised in the Hall or the infant pupils all go to one infant classroom and the juniors go to their own classroom where they are supervised by the members of staff on duty.

## **AT THE END OF THE SCHOOL DAY:**

- Children are escorted by their teacher to the playground where they are collected by their parent or nominated adult
- If a child is not to be collected by a parent/guardian, parents must inform the school in good time
- If someone other than a parent/guardian comes to collect a child and school has not been informed, a call is made to parents or emergency contacts. The child is supervised at all times.
- Children who are not collected at the due time are brought back into school and supervised whilst their parent/guardian is contacted.

- Children who are registered for after school care are escorted to the club.
- Children who are attending the after school care facility and have not been collected at the end of the day are kept in school and parents contacted.
- Children who attend after school Extra Curricular clubs are collected by the member of staff responsible for the activity. Staff have a list of children who have signed up for the activity, and a register is taken.
- Children waiting for school transport are supervised until the coach arrives.
- Any children walking home need a letter or email from their parents giving permission. These letters or emails are kept in a central record.

### **ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING FROM SCHOOL:**

Our procedures are designed to ensure that a missing child is found as soon as possible. If a child was found to be missing the following actions would be employed (*where reference is made to the Headmaster this applies to the most senior member of staff on the premises in his absence*):-

- Take a register in order to ensure that all the other children were present
- Ask adults and children if they can say when they remember seeing the child
- Check thoroughly the area and all small spaces, cupboards, toilets washrooms where a child might hide
- Check doors, gates (& CCTV) for signs of entry/exit
- Inform the Headmaster, who is the Designated Person and Deputy Designated Person
- Inform parents of what has happened, what action has been taken, and ask them to come into school
- Headmaster to arrange for staff to conduct a wider search of premises and grounds
- Headmaster to inform the Principal
- Headmaster to inform Police
- If the child's house is within walking distance, a member of staff to set off on foot to attempt to find child
- The school would co-operate fully with any Police investigation by Social Care
- The Headmaster would inform the local Children's Safeguarding Board
- Headmaster to inform Chair of Governors
- Headmaster to inform Insurers
- A report would be made under RIDDOR to the HSE (Health & Safety Executive)
- Ensure that all other children are kept calm and safe

A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate procedures would be adjusted.

### **ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING ON AN OUTING**

- Immediate head count taken to ensure all the other children were present
- An adult to search immediate vicinity

- Contact venue manager and arrange a search
- Inform Headmaster (Designated Person) by mobile phone
- Inform parents
- Headmaster to inform the Principal
- Contact Police
- Headmaster (Designated Person) to inform local Children in Safeguarding Board
- The school would co-operate fully with any police investigation and any safeguarding investigation by Social Care
- Inform Chair of Governors
- ISI would be informed
- The Insurers would be informed
- (if the child is injured) A report would be made under RIDDOR to the HSE

A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted.

### **ACTION BY STAFF ONCE THE CHILD HAS BEEN FOUND**

- Talk to, take care of, and if necessary comfort child
- The Headmaster to talk to parents to discuss events and give an account of the incident
- The Headmaster will conduct a full investigation (if appropriate involving Social Services/Local Children Safeguarding Board)
- The investigation should involve all concerned providing written statements
- The report should be detailed covering: time, place, staff-pupil ratio, when the child was last seen, what appeared to have happened (the purpose of the outing), the length of time the child was missing and how he/she appeared to go missing, lessons for the future
- Staff to speak to all children to ensure they understand why they should not leave the premises/separate from a group on an outing

All of the above actions are also applicable to Wrap–Around care.

We at The Prep undertake to look after the children's safety throughout the time that he or she remains under our care.

This policy will be reviewed regularly in order to satisfy that all procedures both preventative and action, are robust and effective.