

PANGBOURNE

Supervising Students Missing Child Policy

	SMT Review	Headmaster Review
Last action	Approved by DHP September 2019	Approved by DHP September 2019
Next action	To be reviewed annually - September 2020	To be reviewed annually - September 2020

The welfare of all our pupils at Pangbourne College is our paramount responsibility. (See Safeguarding (Child Protection) Policy). Every adult who works at the College has been trained to understand that he or she has a key responsibility in keeping all of the children safe at all times. All staff have read Keeping Children Safe in Education – part 1 and Annex A (September 2019) either as part of their Induction or their continued Safeguarding training. Our staffing ratios are generous and are deliberately designed to ensure that every child is supervised the whole time that they are in our care. The College is under a general duty to supervise pupils to the standards of a prudent or careful parent. This is in accordance to the ISSRs (2014) and the NMS (2015).

The aims of this policy are therefore;

- To protect the health and safety of pupils at the College.
- To ensure that staff at the College are aware of how staff are deployed to ensure the proper supervision of pupils.

During the College day

During the College day, staff are deployed as follows;

- In boarding houses (Divisions) there will always be at least one member of staff on duty in a supervisory capacity. This will usually be the Matrons.
- All classes will be supervised by the relevant teacher or by a cover teacher if necessary. If this is not possible then pupils are directed to the Library where the Librarian provides supervision. In certain subjects such as design technology, art and science, the classroom teacher may be supported by a technician. In addition teaching assistants (TA) work with Forms 1B and 2B in most curriculum classes.
- There will be a member of the Academic Management or Senior Management Team on duty during lesson times. The teacher designated by the Emergency Duty Rota (EDR) has the responsibility for pupils who have been sent to Common Room for disruptive behaviour. In addition they act as the first line of contact if a pupil is absent from a lesson.
- In the Mess Hall there will always be a member of staff on duty assisted by pupils from the duty Division, for breakfast, tuck shop, lunch and supper.
- In Assembly and Chapel, the Headmaster, Chaplain and members of the Common Room will operate in a supervisory capacity supported by the Chief Cadet Captains of the College. In the absence of the Headmaster the Senior Deputy Head, Deputy Head Pastoral and Deputy Head Co-Curriculum will supervise.
- On a day to day basis day pupils are expected to arrive at College from 08:00. Upon arrival they should go directly to their Division where they will be registered and supervised by the duty member of staff.
- Academic activities in the evening, for example revision classes and extension activities will be supervised by a member of staff.

Boarding houses - outside College hours

- Details of how staff should supervise boarding pupils outside College hours are contained in the job descriptions of the Matron, Housemaster/Housemistress (HOM) and the other duty member of staff.
- If a HOM is ill, the day team's duties should be covered by the Assistant Housemaster/House mistress (AHOM) and staff attached to the Division. Where there is a living-in AHOM, the night and early morning duties may be devoted to him or her. Providing the HOM is in residence it should not be necessary for the AHOM or attached staff to sleep in the Division. However, the night and early morning duties may have to be carried out by the AHOM or the attached staff. The Matron should also be prepared to assist in an emergency. At all times there must be an able bodied member of staff who is capable of supervising the members of the Division.
- If one of the deputies or attached staff is ill, members of the Division team should try to provide cover between them. In emergencies help may be available from other staff not attached to the Division. In any event of this type, the Director of Boarding or the Deputy Head Pastoral should be contacted.
- If a Division duty clashes with another unavoidable commitment the person concerned should discuss the matter with the HOM so that alternative cover can be arranged.
- At no time should a Division containing pupils be left without proper arrangements having been made for the adult supervisory cover. Refer to Division Risk Assessments for procedure. This procedure should be visible to the pupils in the Division for example on the main Division noticeboard.
- On occasion when social events such as Divisional Dinners take place, it is expected that members of the Division team or SMT will help to supervise.

Educational visits and expeditions

- Risk Assessments should be completed and given to the appropriate members of staff before departure.
- Staff should refer to the Staff Guidelines for College visits and expeditions on Firefly.

Communication

- Staff who are supervising pupils away from College should have a fully charged phone with them and the pupils be aware of the number. Staff can access a College phone from the Bursary if they would prefer not to disclose their personal numbers.

PE

- Academic PE is supervised by a member of the teaching staff, with enhanced supervision when necessary, e.g. when swimming. In the case of an emergency, the Health Centre can be contacted by telephone.
- When pupils are changing or showering, supervising staff should take into account guidance in the Code of Conduct, particularly with regards to the need for pupils' privacy.

Games Activities

- All staff supervising games/activities should have read and signed the appropriate Risk Assessment for the sport/activity they are taking.
- Pupils should be registered and any missing pupils should be reported to the relevant HOM as soon as possible.
- Pupils should be supervised for the whole period allocated to the games/activities. This may include changing and showering time and staff should be aware of pupils' privacy as well as a need to supervise.

The Health Centre

- Pupils who feel unwell and wish to attend the Health Centre should be accompanied by another pupil if necessary.
- The Health Centre's supervision arrangements are managed by the Health Centre Manager.

Pupils' Responsibilities

- Promoted members of the Sixth Form regularly supervise younger pupils. Pupils in the supervisory roles receive appropriate training prior to and post appointment. All pupils in supervisory roles must be able to make contact easily with a member of staff.
- Job descriptions for pupils with responsibilities can be found on Firefly.

DHP

September 2019

Reviewed annually

MISSING CHILD PROCEDURE

Introduction

This procedure is to be used for searching for, and if necessary, reporting, any pupil missing from College. The procedure includes the requirement to record any incident, the action taken and the reasons given by the pupil for being missing.

NB A child going missing from College or from home is a potential indicator of abuse or neglect.

Staff should follow this procedure for dealing with children who go missing. Staff should act to identify any risk of abuse and neglect, including sexual abuse or exploitation. More information can be found in this DFE guidance about children who run away or go missing from home or care.

The Designated Safeguarding Lead (DSL) (or in their absence, the Deputy DSL) should always be informed when a pupil is found to be missing. The DSL, deputy DSL or (in the case of boarders) the HOM (or person acting for the HOM) will always apply the locally agreed procedure in acting to safeguard any child who is missing from College.

In particular, the matter will be referred to other agencies, including children's social care services and/or the police, in cases where a pupil has gone missing on repeat occasions, or where a single instance of truancy or running away gives rise to concerns of abuse or neglect or other risk of harm, or where there is evidence of a crime.

2. Missing Child Procedure for Day Pupils

If a boarding or day pupil goes missing from College during lesson time, EDR will make every effort to contact them or ascertain their whereabouts using the agreed method for EDR. This may include Reception being asked to contact the parent(s) or guardian of the pupil. EDR must alert the Responsible Person of the situation

If the absence occurs outside lesson time the HOM must be contacted or the member of staff fulfilling their supervisory role at the time. This person is now the Responsible Person

If the pupil cannot be traced within an hour of them being reported missing, a member of the Senior Management Team (usually the DSL, Deputy DSL or HOS) will make a Risk Assessment Judgement of the situation (see below) and make a decision as to whether to inform the Police immediately; or whether a longer timescale should be created and what the Responsible Person and any other member of staff should do during any such time extension, including key check-points for a subsequent further action & re-assessment, and a cut-off point after which the police must be contacted. The Responsible Person will also keep the DSL (or, in his absence the Deputy DSL) informed of the situation as it develops.

A Suggested Timescale for the procedure is included as Appendix A

3. Making the Risk Assessment Judgement

A number of contextual factors will be taken into account, including:

- Possible threat factors: Time of day; darkness; weather conditions; known local concerns;
- Proximity of College (and Division) timings (e.g. morning or afternoon registration, 6pm dinner registration, curfew times) from which the pupil would not have been absent without good reason or which are worth waiting until before considering them to be missing.
- Individual pupil circumstances: age, judgement, known personal, pastoral or disciplinary issues, mood and/or communications prior to going missing, previous instances of going missing;
- Any reassurances/likelihood as to their whereabouts;
- Any parental indication of concern.

Specifically:

- In the case of a pupil about whom there are pre-existing welfare concerns then the time-frame must be compressed and the Police must be contacted by the one hour point (see below).
- If the pupil is Form 3 or 4 and staff have received no assurance as to their whereabouts, then the Police should be contacted at the one hour point.

All Staff should remember that:

- Early contact with the police may help to save a pupil's life/save them from significant harm;
- Failing to act within a reasonably responsive time frame could prove costly;
- Staff must feel confident in making sensible judgements as to the whereabouts of the pupil, as a normal parent would – but always erring on the side of caution, and believing that 'sooner is better than later'.

4. Contacting the Police

Generally, before the Police are called, the DSL/Deputy DSL and the pupil's parents should be informed. However, where attempts to contact the DSL/Deputy DSL and/or the parents are unsuccessful, this should not delay making contact with the Police.

When contacting the Police to report a Missing Child, call 101 (not 999). Pass to the Police all pertinent details as they request.

Ask for their direct contact number, so that you can make swift contact should the situation change.

Where the College contacts the Police during the day or night, the following information should be provided:

- the pupil's name
- the pupil's age
- an up-to-date photograph if possible
- the pupil's height, physical description and any physical peculiarities
- any disability, learning difficulty or special educational needs that the pupil may have
- the pupil's home address and telephone number
- a description of the clothing the pupil is thought to be wearing
- any relevant comments made by the pupil such as "I'm going to run away to Brighton".
- Any suspicion/evidence of a crime.

The information will then be passed to the various police stations through police channels and no further notifications from the College should be necessary – except if the pupil turns up, when the College will notify the police of his return.

5. Reporting missed contacts for Tier 4 students

As a sponsor for students under the Home Office Tier 4 student scheme, the College is aware of its responsibility to report promptly to the United Kingdom Visas and Immigration (UKVI) department of the Home Office in cases where a Tier 4 student is found to have contravened the terms of their visa. In particular, a report will be made to UKVI in the event that a Tier 4 student has:

- Missed 10 consecutive expected contact points without reasonable permission given by the College leading up to those contact points, resulting in the College withdrawing sponsorship;
- Enrolled but not attended;
- Not enrolled within the enrolment period;
- Withdrawn due to ill health or other circumstances (including if the pupil withdraws before they travel to the UK);
- Ceased to be sponsored by the College;
- Been delayed from enrolling or attending (even when the length of the delay is known);
- Ceased studying and stopped attending;
- Been excluded or otherwise required to leave by the College resulting in the College withdrawing sponsorship;
- Been the subject of an administrative error in student reporting;
- Returned overseas but not withdrawn (including where the pupil has been permitted to defer).

Reports will be made in all cases through the online Sponsorship Management System (SMS) in accordance with the reporting procedures given in the document Tier 4 of the Points Based System: Guidance for Sponsors (2015).

The College does not need to make a report if:

A student has been given reasonable permission to miss a contact;

The College has decided not to withdraw sponsorship even though the student has missed 10 consecutive contacts. This should be very rare and the College must keep evidence of any decision of this kind, together with the reasoning behind it.

6. Record-Keeping

Depending on the incident, the DSL will keep a record of the incident; in the case of a boarder going missing, the HOM will also keep a Missing Child Incident folder.

As such, as soon as possible following the conclusion of the incident, the Responsible Person should provide to the DSL (and in the case of boarders, the HOM) a written record of:

the pupil's name;

relevant dates and times;

the decisions and actions taken to find the pupil and the reasons for them;

whether the police or social services were informed;

outcome or resolution of the incident;

any reason given by the pupil for going missing;

any concerns or complaints about the handling of the incident;

a record of the staff involved;

Any other salient information.

7. Follow-up to a Missing Pupil Incident

Once a pupil returns from being missing they will be provided with support and the opportunity to discuss the incident with the DSL, the College Counsellor, and in the case of boarders, the Independent Listener. They may also be provided with the contact details for external support services (e.g. NSPCC).

The pupil's parents will also be given the opportunity to discuss the incident with the DSL, who will provide advice and support where required.

Any residual concerns about the pupil's welfare resulting from an incident will be acted upon and, where appropriate, Children's Social Care Services and/or the Police will be informed, in accordance with the College's Safeguarding and Child Protection Procedures.

8. Children missing from education

In accordance with the law, the College has an admission register and an attendance register and all pupils are placed on both registers.

The College will inform the local authority of any pupil who is going to be deleted from the admission register where they:

have been taken out of College by their parents and are being educated outside the College system e.g. home education;

have ceased to attend College and no longer live within reasonable distance of the College ;

have been certified by a medical professional as unlikely to be in a fit state of health to attend College before ceasing to be of compulsory College age, and neither he/she nor his/her parent has indicated the intention to continue to attend the College after ceasing to be of compulsory College age;
are in custody for a period of more than four months due to a final court order and the Headmaster does not reasonably believe they will be returning to the College at the end of that period; or,
have been permanently excluded.

The local authority will be notified when the College is to delete a pupil from its register under the above circumstances so that the local authority can, as part of their duty to identify children of compulsory College age who are missing education, follow up with any child who might be in danger of not receiving an education and who might be at risk of abuse or neglect. In any case where a pupil of compulsory College age is to be deleted from the College register when the next College is not known, the College is required to report the circumstances, as soon as possible after the grounds for deletion are met, to the LEA in which the pupil lives and in any event before the pupil's name is deleted from the register.

9. Children who fail to attend College regularly

The College is required to agree with the LEA, the regular interval that the College will inform the LEA of any pupil who fails to attend College regularly, or has been absent without the College's permission. The College has agreed to inform the LEA if, for any pupil, unauthorised absences exceed 5% of their total attendance for the year.

The College will also inform the relevant LEA and/or Children's Social Care (CSC) as appropriate immediately if a single absence raises child protection concerns (see above), or a pupil has ten days of unauthorised absence (other than for reasons of sickness or leave of absence).

IMPORTANT NUMBERS

POLICE	999	POLICE NON-EMERGENCY	101
HEADMASTER	0118 9767420	MOBILE	07787 299086
SENIOR DEPUTY HEAD	0118 9841811	MOBILE	07917 704506
DEPUTY HEAD PASTORAL	0118 9845297	MOBILE	07766 578617
DEPUTY HEAD CO-CURR.	0118 9766718	MOBILE	07974 755502
DIRECTOR OF BOARDING	0118 9767458	MOBILE	07590 059551

APPENDIX A Suggested Timeline:

It is important to note that this is not a strict protocol, but a guideline for the Person On Duty (POD) in the Division on how to respond. It is recognised that timings may vary, and that time has to be left for phone-calls/messages to be seen and responded to.

The POD should risk assess the situation and confirm a specific timeline for action with the HOM (or DSL) on each separate occasion. In the case of a younger pupil, or a pupil about whom there are specific additional welfare concerns, or where information otherwise indicates increased concern, swift action will be necessary and this will almost always involve contacting the police.

0 mins - Indicated Return Time (recorded in Division sign out book)/End of formal registration period (e.g. registration at supper/commencement of prep).

0-30 mins - 'Late Return' indicated. Try to establish whereabouts of the pupil by speaking to other boarders, House Staff and try to make contact with the pupil. Unless your investigation raises specific concerns, do not at this stage contact the HOM or DSL.

30 – 60 mins – POD should continue to seek to contact pupil, as 'late return' has now become 'not returned'. If unable to contact the pupil, the POD should also seek to make contact with their friends, parents, check for College trips, conduct a basic room check for notes/clothes missing, etc, seeking information as to their whereabouts. If for any reason there has been a delay in the pupil's absence being discovered, the timescale for action should be tightened accordingly – but there will still need to be a 'seek contact' phase, however compressed. If the parents are overseas, then an email may suffice. However, a phone call must be made if at any stage hereafter the situation indicates there are serious concerns for the pupil's safety or welfare.

60mins – the POD should contact the HOM (or DSL/Deputy DSL), informing him of the pupil's details and of the steps taken to locate them, and any information that search has yielded. In discussion, a Risk Assessment Judgement will be taken about the level of concern for the pupil; whether sensible/possible avenues for exploration remain; whether the Police should be contacted immediately; or whether a longer timescale should be created and what the POD and any other member of staff should do during any such time extension, including key check-points for a subsequent further action & re-assessment, and a cut-off point after which the police must be contacted.