



# SUPERVISION POLICY

*This policy refers to Wellington Prep School*

Head	Vics Richardson
Author	Vics Richardson
Date Reviewed	September 2024
Date of Next Review	September 2025
Website	Yes

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*This policy is designed to ensure that the supervision requirements and legal responsibilities of the School are discharged fully and effectively, with children's welfare and safety being paramount.*

## 1. Introduction

Above all other considerations the safety and emotional welfare of pupils is an overriding concern. The purpose of this policy is to offer guidance to all staff about the appropriate supervision of all pupils throughout the school day.

Supervision arrangements on School Trips can be found in the Trips and Educational Visits Policy (including Health and Safety on Trips). Staff are reminded to familiarise themselves with both these policies at the start of each academic year and will receive guidance and training as appropriate.

## 2. Legal obligations

The Governing Board, Head and Head of Prep have specific obligations to ensure, as far as is practicable, a safe place of work is established for all employees, children and others whom enter the School.

**All members of staff are responsible on a day to day basis for ensuring that pupils at the School are safe. Schools are under a general duty to supervise pupils to the standard of a prudent or careful parent.**

If a claim of negligence is brought against a member of staff it is important to be able to show that a structured supervision plan exists, is known and understood by all involved, and that adequate care was being exercised at the time of the incident. High standards of supervision must be maintained at all times. Any injury to a pupil would not in itself be grounds for a successful action against a member of staff or the School. It is necessary to show that there has been negligence by the School which has resulted in the injury sustained by the pupil. The employer is responsible for any negligent acts of their employees committed in the course of their employment. However, if anything happened to a pupil, the cause of which could be attributed to some lapse in the standard of appropriate care, the member of staff could incur some legal liability.

The Independent School Standards Regulations state:

*14. The standard in this paragraph is met if the proprietor ensures that pupils are properly supervised through the appropriate deployment of school staff.*

While ISI Regulatory Requirements state that a written policy about the supervision of pupils is not required we believe that this policy sets out clear expectations and responsibilities, which help us to ensure that our children are safe in school.

## 3. Site security

One of the most important factors in ensuring the safety of our children and staff is the security of the School's buildings. Access to the Prep School building is controlled via five points.

The main entrance is clearly signposted to visitors and is controlled by a magnetic lock which can be unlocked either from the Prep School Office, the switch inside the door (which is used by

pupils as they need to leave the building) and the keypad which has a four-digit code for staff to gain access to the building.

There are two gates onto the Prep School playground which are controlled on magnetic locks with CCTV feeds on both gates used to identify people entering and exiting the site. The 'bottom gate' is open at the start and end of the school day and it is parents' main point of access for dropping off and collecting children. A notice detailing opening times is on the wall just outside this gate. The 'side gate' remains closed at all times unless it is in use by staff for taking children on or off the playground or moving items on or off the school site. A notice is also displayed by this gate, explaining that it is for use by Wellington School pupils and staff only.

The fourth access point is the door into the school kitchen. This is key operated from the outside and is turn-handle operated from the inside. This door is 'unlocked' while staff are in the kitchen as this is a fire exit. The door is locked once the last member of staff has left the kitchen. Kitchen staff are aware of the need for particular vigilance when this door is open (e.g. during deliveries, etc).

The final access point is via the "Gruffalo Trail" at the front of the Prep School. Parents press a bell to alert staff and the gate is then opened to let them in. Otherwise the gate remains closed and locked.

The main entrance to the School is open from 07.00hrs to 18.00hrs on school days. This provides access to the entrance lobby. Access to the rest of the School is secured.

The playground has a wall and railings around it. The wall that backs on to a public road has blue cactus spikes to increase the security. The rest of the playground is adjacent to school property. The 'Waitrose gate' at the bottom of the bus park is kept locked during the school day and at night, so the school property is not a walk-through.

Children in the Prep Years move between the Prep Block and the Prep School, as well as attending lessons in the Senior School. Children in Year 5 are chaperoned as they cross to the Senior School, but are allowed to move between the Prep School building and the Prep Block independently, as long as a member of staff is aware of the child's location. Children in Year 6 move around the school with greater independence after they have received road crossing training to enable them to cross South Street.

## **4. Required supervision ratios**

### **4.1 The Early Years Foundation Stage**

Children must usually be within sight of staff and always within sight or hearing.

Our Reception class is led by a fully qualified teacher. All the assistants are qualified to at least NVQ Level 3 (in compliance with the Children's Workforce Development Council, CWDC) and a Key Person system is operated.

- *In other EYFS classes of children of three and above, if there is a person with Qualified Teacher Status (or other suitable person as defined above) present, the ratio is 1:13, and at least one other member of staff is required to hold a full and relevant level 3 qualification.*

- *In other EYFS classes of children of three and above, if there is not a person with Qualified Teacher Status (or other suitable person as defined above) present, the staffing ratio must be at least 1:8. At least one member of staff must hold a full and relevant level 3 qualification and at least half of all other staff must hold a full and relevant level 2 qualification.*

At WPS our Nursery Class is led by a fully qualified teacher. All the assistants are qualified to at least NVQ Level 3 (in compliance with the Children's Workforce Development Council, CWDC). A Key Person system is operated and an adult to child ratio of at least 1:8 observed in the class staffing.

## **4.2 Children in Years 1 to 6**

Adequate supervision of pupils in Years 1 to 6 is maintained at all times with recognition that children will grow in responsibility, particularly as they move around the School in the Prep Years. Risk assessments (including 'dynamic' assessments of risk, where professionals exercise their own judgement) are carried out as appropriate.

## **5. Supervision before the start of the school day**

The School notifies all parents of the timings of the school day, which are as follows:

Nursery:	From 8.00am to 6.00pm
Reception, Year 1, Year 2:	8.30am to 3.30pm
Years 3 to 6:	8.30am to 3.45pm

On arrival at school, children in Nursery and Reception are taken to their classrooms by their parents (guardians) and signed in. They are supervised in their classrooms by appropriately qualified staff and with appropriate supervision ratios.

Children in Years 1 to 4 enter the playground where they are supervised by the teacher on duty (usually the Head or one of the Heads of Section until shortly before 8.30am when they line up and go to their classes for Registration). Children in Years 5 and 6 (the Prep Years) may move from the playground to the Prep Block if they have a genuine need to do so (e.g. a duty as a Prefect or Monitor, etc.). Some Year 6 pupils may also be undertaking duties in school under the wider supervision of staff (e.g. Distributing registers, preparing the Hall for Assembly, etc.).

It is reinforced to the children that no children in Years 1 to 4 should leave the playground (e.g. to go to the toilet) without informing the teacher on duty and that going beyond the gate is strictly out of bounds.

Shortly before 8.30am the children line up, ready to be sent on to their classrooms.

## **6. Supervision during the school day**

As well as the levels of supervision detailed in Section 4, particular attention is paid to the following:

### **6.1 Supervision during break/lunchtimes**

Good levels of supervision of all pupils outside lesson times are fundamental to our belief of our duty of care. In the Early Years, ratios are maintained according to the required guidelines, usually exceeding these. Staff ratios and training for the supervision of other age groups are also been carefully considered.

Duty staff should begin supervision promptly and should only leave the area for which they are responsible in exceptional circumstances.

Duty staff should ensure pupils use the play equipment safely. At the end of break time the staff on duty should ensure that the pupils line up in an orderly fashion and stay with them until they are either collected by their teachers or sent to their classrooms.

Whenever possible, breaks will be outdoors. However, in the case of bad weather, children will be supervised indoors by a combination of duty staff, class teachers and teaching assistants, and members of the Management Team (Prep). In the EYFS appropriate supervision ratios are maintained within the classrooms during bad weather as at all times.

We encourage children to play with and mix with children outside their immediate year group. When Nursery and Reception are playing together the supervision ratio is at least 1:8. When Reception are playing with Years 1 and 2, there are always at least two staff on playground duty (at least one of whom meets CWDC Level 3 requirements) and teachers can be called directly from the Staff Room which is on the same level as and overlooks the playground. At lunchtimes a Duty Teacher is on duty between 12.30 and 13.00 when Reception, Year 1 and Year 2 children are playing together. On any occasions when all the children from Reception to Year 6 share a playtime, the two staff on playground duty are joined by at least one fully qualified and experienced teacher.

### **6.2 Supervision in the Dining Hall**

Nursery children eat in the Prep School Hall during 'first sitting' and are all seated at the Nursery table, where they are supervised and assisted in line with EYFS requirements.

Reception, Year 1 and Year 2 children also eat during 'first sitting' and sit on House tables. The ratio of qualified staff is followed in line with EYFS requirements and children are given appropriate assistance as needed to help them eat their food.

Children in Years 3, 4, 5 and 6 eat in the Prep School Hall during 'second sitting' and are supervised by the lunch staff and a Middle or Prep Years teacher, who supervises queuing, discipline, salads, seating arrangements (usually in House tables) and other queries. The teacher will dismiss the children from the Hall after saying 'Grace' and will ensure that children leave safely and sensibly directly onto the playground, once it is clear of the younger children.

### **6.3 Supervision between lessons**

Children in the Early Years, the Infants and the Middle Years are always closely supervised as they move between lessons (e.g. travelling to and from Music, ICT, etc.).

In the Prep Years, the degree of supervision reduces as children are expected to grow in independence in preparation for entering the Senior School. Children in Year 5 are trained by Year 5 teachers to cross the private side road between the Prep School and the Prep Years block. Once they have received instruction, children are expected to cross this road sensibly and independently. If a child's behaviour gives rise to concern, that child will either be chaperoned or be based in the Prep School for his/her lessons for a period of time. Year 5 children will always be chaperoned over the main road when going to and from the Senior School.

In Year 6, at the start of the academic year the children receive training from the Police on crossing the main road. Until they have received this training, they are chaperoned over the main road. Once they have received this training, they are able to cross independently. Any child whose behaviour gives rise to concern may lose this privilege and be based in the Prep School building for a period of time.

### **6.4 Regular off-site activities**

Children take part in many off-site activities, which include Forest School, Outdoor Learning and sports fixtures.

When children attend Forest school, as well as meeting the required EYFS ratios, the procedures in our Forest School Handbook are also followed. All classes who complete Forest School Activities are supported by at least one qualified Forest School Leader.

On sports fixtures, the member of staff leading the team is responsible for the supervision of the children in her/his care.

If there are any children whose behaviour during off-site activities may put theirs or other's safety at risk or which falls short of the School's reasonable expectations, they will be withdrawn from such activities.

## **7. Supervision at the end of the school day**

Registers are kept for all after school activities. Each child is checked in at the start of the activity and checked out when collected. Our staffing supervision for out of school care varies according to the ages and number of pupils attending.

For older pupils (Years 1 to 6) staffing ratios are always appropriate to circumstances and the activities taking place.

### **7.1 EYFS children – Nursery**

The Nursery is open and appropriately staffed until 4.00pm. When children are collected from the Nursery they are signed out by a parent (or another known adult, in which case the School must be informed of this in advance).

At 4.00pm children will either have been collected or will move to the Reception classroom for Activities.

## **7.2 EYFS children – Reception**

The School Day for Reception children ends at 3.30pm. At this time children will either be collected by parents and signed out of Nursery/Reception or will go to 'Activities'. At 'Activities' the ratio of adults to children is always within the prescribed ratios, being three staff with at least two staff holding a full and relevant Level 3 qualification as defined by the CWDC.

When children are collected from Activities they are signed out by a parent (or another known adult, in which case the School must be informed of this in advance).

## **7.3 Years 1 and 2**

The School Day for Years 1 and 2 children ends at 3.30pm. At this time, children will either be collected by parents and signed out or will go to an after-school club. After-school clubs are run by appropriately qualified staff following ratios appropriate to the activity. When children are collected from clubs they need to be signed out by a parent, an appropriate older sibling or another known adult (in which case the School must be informed of this in advance).

## **7.4 Years 3, 4, 5 and 6**

The School Day for children in Years 3 to 6 ends at 3.45pm. At this time, children will either be collected by parents and signed out or will go on to the playground for fifteen minutes before their after-school clubs start. During this time on the playground, children are supervised by their class teachers. After-school activities for children in Years 3 to 6 are run by experienced and qualified staff following ratios appropriate to the activity. These activities usually end at 5.00pm (although some may be later or earlier, and parents will be fully informed) and children are signed out to a parent, an appropriate older sibling or another known adult (in which case the School must be informed of this in advance). In cases where it has been agreed in writing that children can walk home, the child informs the person responsible for signing them out that they are leaving.

## **7.5 STAR Club**

Staying for Tea and Relaxing Club (STAR Club) runs from the end of school clubs until 6pm and is available to children from Nursery to Year 6. When children are collected from STAR Club are signed out by a parent, an appropriate older sibling or another known adult (in which case the School must be informed of this in advance) and the time of collection is noted.

## **8. Supervision on school trips**

For full details regarding supervision, planning and leading a school trip, please consult the Trips and Educational Visits Policy.

## **9. Missing Child Procedure**

Please see the separate Missing Child Policy at Appendix 1.



## **10. Uncollected child procedure**

The School ensures that all children are collected by a responsible party or that consent is in place for them to walk home. However, occasionally there are circumstances that delay a child's collection (e.g. traffic delays).

Any children who are not collected at the end of an after-school club are taken to STAR Club (as above). The members of staff who run STAR Club keep a mobile phone with them at all times and the phone number and email address are published to parents, so that parents are able to keep the School fully up to date with any difficulties they have in collecting children (and so the School can offer reassurance should a parent be unexpectedly delayed).

If for some reason a child is not collected by 6.00pm (the finishing time for STAR Club), a member of staff will call the parent, carer or designated adult, and use any other emergency contact details available as necessary in order to try to ascertain the cause for the delay, and how long it is likely to last. Messages will always be left on any answer phone requesting a prompt reply and reassuring parents/carers of the child's safety.

The next steps depend on the age of the child(ren) and the likely length of the delay. All children will be supervised by a member of WPS staff until either collection or handover to one of the boarding houses.

Younger children would be reassured and wait in the Prep School (e.g. on the Head's sofa or in the Library), having been fed at STAR Club.

Older children may be escorted to boarders' supper in the Senior School Dining Room, if deemed appropriate. A child in the Prep Years may join one of the junior boarding houses (Overside for boys or The Grange for girls) at this point and be supervised by the Duty Staff and will usually be accompanied by a member of the Prep School.

Depending on the circumstances which have led to any delay, there may be a charge for the additional supervision beyond 6.00pm to cover the additional costs incurred.

In the event of a child not being collected by 7.00pm and if all efforts to contact parents/carers and emergency contact numbers have failed, then a member of the Management Team (Prep) will contact the Police and Social Services and explain the situation and seek advice. Throughout this time, the School will do its best to ensure that the child remains calm, relaxed and reassured.

### **Early Years lunchtime collection**

If a child is not collected at lunchtime while they wait, they will stay with the rest of the group eating lunch and join the afternoon Nursery session for which they may be charged. Staff will continue to try to contact the parents/carers or other designated adults on the emergency contacts sheet.

## Appendix 1



# MISSING CHILD POLICY

*This policy refers to Wellington Prep School*

Head	Vics Richardson
Author	Vics Richardson
Date Reviewed	September 2024
Date of Next Review	September 2025
Website	Yes

## **1. Introduction**

The welfare of all of our children at Wellington School is our paramount responsibility. A child being absent from education, for prolonged periods and/or on repeat occasions, can act as a vital warning sign to a range of safeguarding issues including abuse or neglect, child sexual and/or criminal exploitation and county lines. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation, so called 'honour'-based abuse or risk of forced marriage. Every adult who works at the school has been trained to appreciate that he or she has a key responsibility for helping to keep all of the children safe at all times. This includes the importance of effective information sharing to ensure our children are safe and receiving suitable education. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child being absent in the future. Where staff have concerns that a child is absent from school for prolonged periods and/or on repeat occasions, or missing from school, this policy should be followed.

Every member of our staff who works with children has read Part 1 of Keeping Children Safe in Education (KCSIE). Our staffing ratios are generous and are deliberately designed to ensure that every child is supervised the whole time that he or she is in our care.

## **2. Information for parents**

The enhanced supervisory arrangements for outings involving our youngest children are set out in the Wellington Prep School Supervision Policy which is available on our website and can be provided to parents on request. We review these policies regularly (at least once a year) in order to satisfy ourselves that they are robust and effective. All new staff receive a thorough induction into the importance of effective supervision of very young children and read at least Part 1 of KCSIE, or at least Annex A of KCSIE, if their role does not require them to work directly with children.

## **3. Action to be followed by staff if a child fails to attend first day of school**

All new pupils (regardless of their age) are placed on the School's admission register at the beginning of the first day on which the School has agreed that the pupil will attend the School. If a child fails to attend on the agreed date, staff must inform the Prep Head, Deputy Head Pastoral or Designated Safeguarding Lead without delay. The Prep Head, Deputy Head Pastoral or Designated Safeguarding Lead will consider notifying the local authority at the earliest opportunity.

The School admission register, also known as the School roll, contains specific personal details of every pupil in the School along with the date of admission or re-admission to the School, information regarding parents and carers, and details of the school last attended.

Where there are changes affecting the child (including a change of address or school), these will be reflected in the admission register. This will assist the School and external agencies when making enquiries to locate any missing children.

The School also has an attendance register which records pupil attendance. The attendance register is taken at the start of each morning session of each school day and once during each afternoon session. On each occasion we will record whether each registered pupil is physically present in school or, if not, the reason they are not in school by using the appropriate national attendance and absence codes from regulation 10 of the School Attendance (Pupil Registration) (England) Regulations 2024.

Registers are legal records. The School will preserve every entry in the attendance or admission register for 6 years from the date of entry. Where amendments are made to the registers, the School will ensure the register shows the original entry, the amended entry, the reason for the

amendment, the date on which the amendment was made, and the name of the person who made the amendment.

#### **4. Duty to report**

The School monitors attendance of its pupils closely and will take action to address poor or irregular attendance.

The School will inform the local authority of any pupil who fails to attend school regularly or has been absent without the School's permission for a continuous period of 10 school days or more without permission.

#### **5. Prolonged and/or persistent absence**

Where a pupil has not returned from a period of leave or has had a continuous period of absence, the School, together with the Local Authority, may need to carry out joint reasonable enquiries under regulation 9(1)(h) or (i) of the School Attendance (Pupil Registration) (England) Regulations 2024 to try to find out where the pupil is.

Where a pupil has been continuously absent without authorisation for a period of not less than 20 school days (and there are no reasonable grounds to believe the pupil is unwell or unable to attend because of any unavoidable cause), and the School and local authority have failed, following reasonable enquiry, to ascertain where the pupil is, the School may delete the pupil's name from the admission register. The School will inform the local authority of such deletion no later than the time at which the pupil's name is deleted from the register.

In addition, the School recognises its wider reporting duties following deletions from the admission register, in accordance with the Education (Pupil Registration) (England) Regulations 2006, to help identify children who are missing education and/or otherwise at risk of harm.

The School also recognises that children who are absent from education particularly on repeat occasions and/or for prolonged periods can act as a vital warning sign to a range of safeguarding issues. The School's response to persistently absent pupils supports identifying such abuse and helps prevent the risk of them becoming a child missing education in the future.

#### **6. Actions to be followed by staff if a child goes missing from the School**

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible.

In the event that a child is recorded as present in the morning or afternoon register but is not present or accounted for in their lessons and their absence cannot be explained (e.g. they have not signed out, they have not been sent home by the School Office, nor had a music lesson), staff must inform the WPS Office and they will inform the Head of the Prep School and Head of Section.

1. The exact point and time of when and where the child was last seen and by which adult must be ascertained. The adult last responsible for the child must be questioned as to the potential whereabouts of the child.
2. The Head of the Prep School and Head of Section should assess their likelihood of absconding; has the pupil been bullied, are they on the child protection register, have they had a recent bereavement, family illness or parental separation, had a row with parent/guardian or with friends, made any preparation to leave, previously run away, behaved in a way which is out of character? Staff must be prepared to give this information to the Police should it become necessary to refer the matter to them.

3. In the event that the child's absence cannot be explained and accounted for, a search of the building and School campus will be organised by the Head of the Prep School or Head of Section. Staff involved in the search party will have their mobile phone on them. Senior School Reception will be informed and WPS Office will send an emergency email to all staff. Staff will check doors, gates and CCTV records for signs of entry/exit.
4. If the child is believed to be off site, a search party will be sent to possible locations where the child might be. Members of the search party may wish to obtain relevant information from the missing child's friends. The DSL will be informed and a decision may be made at this point to call the Police and the child's parents.
5. One member of the WPS Office staff will be required to be the communication hub based in the WPS Office. All parties involved in searching for the child must liaise with and return to an agreed point to discuss progress. This member of staff will collate details of the disappearance and print a photograph in case there is a requirement to involve the Police.
6. In the event that the child is not found within 15 minutes the fire bell will be rung in the appropriate building(s). The search party will continue to search the premises whilst the rest of the school evacuates the building. If the evacuation fails to locate the missing child, the Police will be called using 999 by administrative staff or by a member of the search party (we anticipate this would be within 30 minutes of the child's absence being noted). The missing child's parents will also be called by a senior member of staff.
7. The DSL will inform the Local Safeguarding Children Board (LSCB) who should liaise with safeguarding partners including local children's services. The DSL will check to make sure that this has happened.
8. The School will co-operate fully with any Police investigation and any safeguarding investigation by the local authority.
9. The Chair of Governors will be informed.
10. The School's insurers will be informed.
11. If the child is injured, a report would be made under RIDDOR to the Health & Safety Executive (HSE).

During the course of the investigation into the missing child, the School will decide what information should be given to other parents, staff and other pupils and how press enquiries are to be dealt with.

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.

The School will always consider the wider circumstances around a child going missing from School and whether there are wider safeguarding concerns that may need to be addressed in line with the School's Safeguarding Policy and Child Protection Procedure.

## **7. Resolution and Investigation**

While it is important that the child understands the impact of his/her going missing (staff time, possibly Police time, parental anxieties) relief on finding the child must not become frustration. If there are issues around a child's poor behaviour and conduct which need to be addressed, this must be done with consideration and professionalism.

Incidents involving missing children should be fully reviewed so that processes can be improved and any necessary reports made (e.g. RIDDOR, etc). An incident report should be written up and given to the Head.

## **8. EYFS**

In the case of an incident involving a child from our EYFS settings going missing, Ofsted and the Local Safeguarding Children Board must be informed within 14 days.

## **9. Children who repeatedly go missing**

Children who repeatedly go missing from school premises or activities require special procedures and individual risk assessments and action plans are developed, as required. Such children may well trigger a Child Protection concern as this pattern of behaviour can be a sign of considerable emotional distress.

In such cases Wellington Prep School will invoke the Promoting Good Behaviour Policy – Prep School and, if necessary, the Exclusions Policy.

## **10. Actions to be followed by staff if a child goes missing on an outing**

- An immediate head count will be carried out in order to ensure that all the other children are present
- An adult will search the immediate vicinity
- The Prep Head and the DSL will be informed immediately by mobile phone
- The remaining children will be taken back to school as soon as reasonably practicable
- The Prep Head will ring the child's parents as soon as reasonably practicable to explain what has happened, and what steps have been set in motion. Parents may be asked to come to the venue/ the School at once
- The venue manager will be contacted and asked to arrange a search (where relevant)
- The Police will be contacted immediately
- The DSL will inform the LSCB who should liaise with safeguarding partners including local children's services as appropriate
- The School will cooperate fully with any Police investigation and any safeguarding investigation by the local authority including children's services
- The Chair of Governors will be informed without delay
- The School's insurers will be informed as soon as reasonably practicable
- If the child is injured and is taken directly from the scene of the accident to hospital for treatment a report will be made under RIDDOR to the Health & Safety Executive (HSE) as soon as reasonably practicable and no later than 15 days of the accident.

A full record of all activities taken up to the stage at which the child was found will be made for the incident report. The school will review its procedures and, if appropriate, these will be adjusted accordingly.

## **11. Actions to be followed by staff once the child is found**

- Staff should talk to, take care of and, if necessary, comfort the child
- Staff will speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing
- The Prep Head will speak to the parents to discuss events and give an account of the incident

- The Prep Head will oversee a full investigation (if appropriate involving the LSCB)
- Media queries should be referred to the Head
- The investigation should involve all concerned providing written statements
- The report should be detailed and cover the following: 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 child appeared to have gone missing, as well as lessons for the future.
- The Prep Head should whether actions need to be taken in line with the School's Safeguarding Policy and Child Protection Procedures where there are concerns about the welfare of the child.

## **12. Part Two: Procedures to be followed by staff when a child is not collected on time**

If a child is not collected within half an hour of the agreed collection time, the School will call the contact numbers for the parent or carers. Where reasonably possible the School will hold more than one emergency contact number for each pupil. If there is no answer, the Prep Head/ Teacher will begin to call the emergency numbers for this child. During this time, the child will be safely looked after by the School. If there is no response from the parents' or carers' contact numbers or the emergency numbers within a one-hour period/ when the premises are closing, the Prep Head will contact the Social Care Duty Officer on 0300 123 2327. Social Care will make emergency arrangements for the child and will arrange for a visit to be made to the child's house and will check with the Police. The School will make a full written report of the incident.

The School will look after the child safely throughout the time that they remain under the School's care, until such a time as they have been collected by a parent, guardian or carer, or until appropriate alternative care arrangements have been made with Social Care and/or the Police in order to prioritise the child's safety. The School's DSL will keep a record of incidents where parents/carers do not collect a child from school or are late for no explained or good reason, or where there are repeated incidents. If any concerns about the child's safety and welfare result, these will be dealt with in accordance with the School's Safeguarding Policy and Child Protection Procedures.

# Child goes missing from School Campus

Child's name

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Age

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Class

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Clothing at last sighting

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Last known location

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Do they live within walking distance Y/N

Do they have a history of not being where they should be? Y/N

Any further notes

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# Child goes missing from School Campus

