

Supervision Policy, inc Missing Child Policy & Late Collection Policy

Bolton School Girls' Division provides a safe and calm environment for children and young adults and it is expected that all girls behave with decorum when on school premises. Senior School girls are allowed in to the School buildings between 8.00am and 4.15pm, given the girls' ability to manage their behaviour appropriately with only loose adult supervision. This privilege is liable to be withdrawn if abused.

Girls should not enter the school premises before 8.00am for insurance reasons. (Separate rules may apply for Sixth Form students for the Riley Centre only). The school day ends at 4.00pm and all girls should have vacated the premises by 4.15pm unless they are attending the Library. Girls may not stay on a casual basis in any part of the building including the Arts Centre. Girls are not allowed to leave the premises during the school day unless permission has been given by school following a written request from home. On receiving the letter, the Form Tutor will fill in an admission slip which the girl will collect from Reception before leaving for her appointment.

At 4.00pm girls who are expecting to catch a coach must wait within the glazed area of the cloisters in the Boys' Division until their coach arrives and must pay attention to any instructions given by the Transport Manager, his colleagues or the teaching staff.

Before, between and after lessons, a supervisory adult presence is maintained both inside and outside the buildings by the following staff:

- Before School day: the School Sergeants outside the building and Mrs Janet Sells (Pastoral Supervisor) inside the building;
- Morning break: members of the School Teaching Staff on Duty and Mrs Janet Sells inside the building; members of the Lunchtime Supervision Staff outside the building;
- Lunchtime break: members of the School Teaching Staff on Duty and Mrs Janet Sells inside the building; members of the Lunchtime Supervision Staff and of the School Teaching Staff outside the building;
- After School day: the School Sergeants outside the building; Mrs Janet Sells and members of the School Teaching Staff on Coach Duty; a Librarian on duty in the School Library (until 5.30pm)

In addition, older girls with specific supervisory roles, especially the Year 13 Prefects, support the staff in maintaining a presence around School.

Missing Child Policy

It should be noted that a missing child could potentially be at risk of abuse or neglect. We are alert to that possibility and will notify all relevant authorities if it is deemed necessary.

If a child in Years 7-11 is not registered at the start of the day and we have not received notice from a parent that she is absent from School on that day, a member of the secretarial staff will contact home to find out why she is absent.

Most teaching staff take a formal register at the start of each lesson and *all* staff must ensure that all members of the class are present before a lesson begins, or that their absence is accounted for. (This includes Sixth Form groups, at least until Leave of Absence). Any absences of a girl who began the school day 'in school' must be followed up at an appropriate time. With younger children (Years 7-11) or young adults who have been described as 'at risk' during a confidential staff briefing in Tuesday notices, the absence should be investigated at the very start of a lesson.

The following checks should be made:

- Is it possible the child has got lost (eg at the start of the year)- where was she last lesson and who was she with?
- Does she have a music lesson? (This should have been recorded in advance but check with the Music Dept in case)
- Has she gone to the Nurse? (Ring the Health Centre to check)
- Has she gone to Learning Support? (Ring the Learning Centre to check)
- Does she have an extra test/ examination? (Check the Notices and the Board)
- Has she left to take part in a trip/ activity? (Check the Notices and the Board)
- Does she have an appointment with the Counsellor? (Check with the Head of School.)
- Has she signed out to go to an appointment? (Check with the School Office.)
- Has she gone to the toilets? (Ask the member of staff on ES to look for her.)

Normally a friend will know her whereabouts. In seeking to explain a girl's absence, the following questions should be asked by the teacher and/or senior member of staff, as appropriate:

- When was she last seen?
- Who was she with?
- Where might she have gone?
- Is this child 'vulnerable' in any particular way?
- Is there a School activity/ trip that she might be on?
- Has she been ill or injured and gone to the nurse/ doctor or hospital?
- What emotional state did she appear to be in when last seen?
- Has anything upset her recently?
- Did she speak to anyone about leaving?
- Who are her main friends at School?
- Does she have a mobile phone and what is the number?
- Does she have a special friend?
- Is there any reason to believe she might have been abducted? (e.g. family custody dispute; very wealthy/prominent parents.)
- Have there ever been concerns of this nature before?

If the child is still missing, the following steps will be taken:

- The senior member of staff involved will ring the child's parents to see if they have an explanation, and then inform them of what steps have been set in motion. Ask one of them to come to the School at once (other to remain at home in case child arrives).
- The senior member of staff to arrange for staff to search the rest of the school premises and grounds
- The DSL/Headmistress will notify the Police
- The DSL will inform the Local Children's Services
- The School will co-operate fully with any Children's services and/or Police investigation and enquiries
- The Headmistress will inform the Chairman of Governors and ask for the Insurers to be informed

A full record of all activities taken, up to the stage at which the child is found, will be made for the incident report.

If, during the search, the missing child is seen leaving the premises, the member of staff witnessing this must inform the most senior member of staff immediately available or, if none is available, send a message to the office via a reliable messenger without losing sight of the child if possible. This information can then be communicated to the parents or police as appropriate. Staff are expected to use their professional discretion in deciding whether or not it is appropriate to go beyond the school boundary in pursuance of such children. If a child is followed beyond the school boundary the member of staff must behave in a manner that is not threatening to the child. They must not run after the child as this may cause the child to run into a dangerous situation, e.g. the child might run into a road without looking out for traffic in an attempt to evade the pursuing, running adult. In such an event, when a missing child has been located and safely returned to school, the child's family or the police, the Deputy Head will conduct an investigation into the circumstances of the child going missing. This is in order to identify any factors that need to be addressed by the school or communicated to the parents to prevent a recurrence of the child going missing.

Late Collection

It should be noted that a child who is not collected on time could potentially be at risk of abuse or neglect. We are alert to that possibility and will notify all relevant authorities if it is deemed necessary.

If a child is not collected within half an hour of the agreed collection time and she is unaware of any changes to the family plans, School will call the contact numbers for the parent or carers. If there is no answer, the School office or member of staff will begin to call the emergency numbers for this child. During this time, the child will be safely looked after by the Senior member of staff on duty and/or the Riley Centre reception and Security staff

If there is no response from the parents' or carers' contact numbers or the emergency numbers within a 2 hour period, or when the School is closing the Headmistress or Deputy will:

- make emergency arrangements for the child
- check with the Police in order that they may visit the child's house.
- under the guidance of the Police, contact the local Children's services office (or out of hours duty system)

If a child is absent from School without explanation

It should be noted that a child who is absent from school without explanation could potentially be at risk of abuse or neglect. We are alert to that possibility and will notify all relevant authorities if it is deemed necessary.

On the first day of absence, the School Office staff will contact the first named contact on record by phone and, if appropriate, email. If this is unsuccessful, the School Office staff will contact the next named person(s) on record until all contact numbers have been exhausted. Records will be maintained of attempts to contact all relevant parents/carers.

NB The DSL will be alerted at this stage if there is any reason to believe that the child or family are vulnerable for Safeguarding reasons, including where there is a reason to fear radicalization of a child/ family member. The DSL may involve the local safeguarding team at this stage if she judges this to be appropriate.

If on the second day, contact has not been made, the Head of School will be informed and will try to contact the parent/ carer and emergency contacts.

After 3 days, and with no contact being received by the student or carers, the following actions will be taken:

- The DSL and the Headmistress will be informed
- The DSL will alert the local safeguarding team for the child's home address and await and act on the advice given. This will be fully documented.

In discussing the issue with local authorities, particular attention will be drawn to any previous absences without explanation.

As any other School must do, we shall inform the Local Authority of any pupil who is going to be deleted from the Admission Register for the reasons outlined in Keeping Children Safe in Education (2016) or who is absent from school without authorisation for a particular period, again outlined in Keeping Children Safe in Education.