



**GIRLS' DIVISION
SENIOR SCHOOL**

Supervision Policy, including
Missing Child Policy & Late Collection Policy
2021-22

Girls' Division Senior School Supervision Policy, including 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 pupils behave with decorum when on school premises. Senior School pupils are allowed in to the School buildings between 8.00am and 4.15pm, given the pupils' ability to manage their behaviour appropriately with only loose adult supervision. This privilege is liable to be withdrawn if abused.

Pupils should not normally enter the school premises before 8.00am for insurance reasons and because, before this time, fire routes may not be open. (Separate rules may apply for Sixth Form students for the Riley Centre only).

The school day ends at 4.00pm and all pupils should have vacated the premises by 4.15pm unless a) they are attending the Library after school or b) are taking part in a staff-organised activity (which has been put in the calendar and appropriately risk assessed). Pupils may not stay on a casual basis in any part of the building including the Arts Centre. Pupils in Years 7-11 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 pupil will collect from Reception before leaving for her appointment.

At 4.00pm pupils 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/pastoral staff on duty.

Pupils are under direct supervision during Form Periods, lessons and those activities at lunchtime and after the school day which are organized by a member of staff. They are also directly supervised during School trips, although some remote supervision may take place during some trips; for younger pupils, the letter to parents will give information about any such remote supervision.

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 Foundation Supervision Staff outside the building;
- Lunchtime break: members of the School Teaching Staff on Duty, the GD Lunchtime Supervisor, and Mrs Janet Sells inside the building; member of the Foundation 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 pupils 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 pupil 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 (e.g. 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 pupil's absence, the following questions should be asked of him/herself and others, as appropriate, 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 fifteen minutes 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, as appropriate:

- 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 or a forced marriage. The DSL may involve the local safeguarding team at this stage if she judges this to be appropriate due to the contextual circumstances (eg the child is vulnerable or has a disability or SEND; the parent is/ parents are vulnerable).

If 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 (if not already);

- The DSL will alert the local safeguarding team for the child's home address and will 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.

Children Missing in Education

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 or who is absent from school without authorisation for a particular period. Please see the Girls' Division Child Missing in Education Policy.

This Policy is reviewed annually and was last updated in July 2021.

Appendix 1: Information for School Teaching Staff and Prefects on Duty

The information in Appendix 1 relates to duties which take place when school is running normally, ie pre- and post- Covid restrictions

Appendix 2 describes duties as they were in 2020-21. That particular pattern of duties may continue if Covid restrictions are still in place in 2021-22.

Break, lunchtime patrol, dining room and coach duties are divided amongst all staff on a rota basis by Janet Sells. A copy of the rota for the term is issued to all staff and is displayed on the B12 notice board. All members of staff are included in the duty rotas, although new staff shadow in the first instance. Staff who are unable to do a particular duty (or wish to swap) are asked to find a substitute and amend the master copy on the staff notice board and the daily duty sheet near the door in B12. The person in charge of cover should be notified of any problems. There will be a member of the Senior Staff assisting staff with duties and available for help from 8.00a.m. with any problems. This will be on a weekly rota basis and published on the daily rota and at the entrance to the staff room. The member of the Senior Staff on duty for the week will be available in his/her office or in the Staff Rooms.

Assembly duty involves helping to seat pupils in Assembly by being at one of the entry points to the Hall and directing pupils to seats and is carried out by Senior Staff and Year Tutors. Prefects are on duty in Reception between 8.45 a.m. and 9.15 a.m. to monitor any late pupils, including those on late coaches.

Break duty (10.55 a.m. to 11.20 a.m.) involves monitoring the queues and maintaining good behaviour in the Dining Room, and ensuring rapid progress to lessons in time for 11.20a.m. Pupils should not use the Dining Room at break time if they are not purchasing food from there and they are not permitted to go to the Boys' Division at break-times.

Lunch Duty is divided into either patrol duty or dining room duty, as detailed below. Any concerns about pupil behaviour during lunchtime should be reported to the Heads of School in the first instance and/or to the Deputy Head, Mrs Kyle. It may also be appropriate to liaise with Janet Sells, who can be contacted on the school mobile 07824 645 841, over any supervisory issues involving pupils in Years 7-11.

a) Patrol Duty

This covers the whole of the Girls' Division buildings, the Riley Centre and grounds of both Divisions. The main priorities are that pupils keep within bounds, behave in an orderly fashion, do not leave litter and go promptly to lunch and to afternoon registration.

Girls' Division pupils are not permitted beyond the Riley Centre and should not go into the tree area, play on the slopes or congregate along the fence next to Hesketh House.

When in their Form Rooms, the room door should be open and pupils should not sit on desks.

Start your duty with a patrol of the inside, and then meet your Prefects in the Girls' Division entrance hall at 1.10 p.m. and 1.45 p.m. If you need to summon help quickly to deal with an emergency during your patrol duty, try to alert the member of the senior staff on duty, eg by sending a pupil to Reception.

You should try to include in your patrol:

- the netball courts & sports fields, where pupils can become rowdy and dress inappropriately, plus the area behind the Sports Hall, which is out of bounds;
- entrance/exit points in the campus;
- changing rooms and toilets;
- the Arts Centre (including the phone, toilets and drinks machine) which is out of bounds unless the pupils are attending a function.

Whilst inside, please check all Form Rooms, including those on the Sutcliffe Suite corridor, and the toilet blocks. Make sure that pupils are adhering to all rules and regulations, including with regard to mobile phones (which should be out of sight in the GD building and stored in lockers in the case of Years 7-11). Please remember that:

- form room doors remain open even when there is a glass panel;
- pupils should not touch departmental equipment, black-/white-boards, computers radiator controls and curtains,
- eating and drinking in Form rooms must be done with due consideration to those using the room afterwards. Any unconsumed food should be carefully wrapped before disposal in the bin. Cartons of drink and tin cans must be empty before being deposited in waste bins.
- Chewing gum is strictly forbidden - an order mark should normally be given for a child chewing gum.

One pair of Y13 **Prefects** does this duty with you from 1.00 to 1.35 p.m. and there is another pair of Prefects from 1.35 to 2.10 p.m., and there is a file in Reception which staff and Prefects sign when they begin their patrol duty. If the Prefects encounter problems, they should report to you and/or Mrs Sells, the Head of School or any other member of the Senior Staff Team. When you meet your Prefects at 1.10 p.m. and 1.35 p.m., agree areas of patrol plus any particular concerns of the day. If, by chance, the Prefects do not turn up, you can write in the duty book where you have gone. A meeting place should be agreed to be able to report any difficulties. At 2.05 p.m. all pupils who are outside should return to the main school as at 2.10pm they should be making their way to their form rooms for registration. Any problems with duties should be reported to Mrs Kyle.

b) Dining Room Queue Duty (1.00 p.m. to 1.30 p.m.)

On the first day of term* in September, Year 7 pupils are allowed to go to lunch early (12.45p.m.) so that the dining room system, including the allergen counter, can be explained to them. For the next few days, they are allowed to queue for

lunch at 1.00 p.m. whilst they are still getting used to the process. A rota is published for the other year groups, who may join the queue when their year group number is called. Pupils who have a lunch pass for a club can go to the front of the queue.

The two members of staff on duty from 1.00 p.m. to 1.30 p.m. organise the queue along A corridor outside the Food Technology rooms and at the top of the stairs. In addition, the Girls' Division lunchtime supervisor, Mrs Fatima Mulla, monitors the queue at the bottom of the stairs by T4, leading to the dining room, and a Prefect monitors the swipe card system inside the entrance to the Dining Room. Later in the lunch period, the lunchtime supervisor will also patrol the dining room, encouraging polite table manners and monitoring the clearing of tables.

Coach Duty takes place from 4.00 p.m. to 4.20 p.m. in the Riley Centre Quad.

Staff should ensure they have their yellow jacket and arrive as soon as possible after 4.00 p.m. Janet Sells and/or a member of the Senior Staff will be on duty in or just outside the Riley Quad. Note that the gates under the Riley Centre Arch are closed to vehicles from just before 4.00 p.m. until the coaches have left.

Your responsibilities are:

- Ensure that pupils walking to coaches do so in an orderly fashion.
- Ensure that pupils whose coaches have not yet arrived wait in the Riley Quad until called by staff.
- When pupils are called, make sure that they walk to their coaches; do not allow them to run.
- As coaches prepare to depart, ensure that passengers who are obviously standing sit down, but don't go onto the coaches.
- Intervene if you notice that pupils are consuming food and drink, as this is not allowed on school coaches.
- Stay on duty in this area until the second set of coaches have departed (approx 4.20 p.m.) or until Janet Sells or the Senior Staff on duty tells you to stand down, in order to ensure that no pupils have been stranded. If a pupil is stranded, in the first instance the matter should be reported to the member of the Senior Staff on coach duty. S/he will liaise with the Receptionist who will, if necessary, contact the parents to make arrangements for the pupil's journey home. If this involves the pupil waiting in Reception for the parent to arrive, the member of Senior Staff on duty will deal with this. If the pupil is from Hesketh House, the Head of Hesketh House should be contacted.

Certain points need to be reinforced by all staff during all duties:

Correct uniform must be worn by all pupils up to and including Year 11.

Sixth Form should be smartly dressed, in accordance with the Sixth Form dress code.

Form rooms may be used by pupils during all breaks and before school as long as form room doors remain open even when there is a glass panel and pupils do not

touch departmental equipment, white-boards, computers, radiator controls and curtains.

Please encourage the pupils to keep their form rooms tidy.

Eating in form rooms is done with due consideration to those using the room afterwards, but please note that products containing nuts are NOT PERMITTED in school. Any unconsumed food should be carefully wrapped before disposal in the bin. Cartons or cans of drink must be empty before being deposited in waste bins.

Chewing gum is strictly forbidden.

The Hall may be used as a thoroughfare except when lessons are in progress or when the room is set out for examinations. It may also be used as a meeting place for pupils during lunchtimes, but pupils must not eat or drink in the Hall. The Science labs are out of bounds to all pupils and are kept locked.

Students should not congregate on the steps into the Riley Quad or anywhere in the Riley Quad.

Boys from the Boys' Division (except Sixth Form) are not allowed in any part of the Girls' Division unless they are attending a lesson or a formal meeting. All boys (except Sixth Form if it is obvious that they are on their way to or from a lesson) should be stopped and asked their business. Those with no good reason for being in the building should be instructed to return to the Boys' Division. In case of problems, contact Mrs Helen Brandon, the Deputy Head in Boys' Division responsible for pastoral matters.

All visitors must wear badges issued on arrival at Reception. If unsure of anyone's identity politely ask where they are going or whom they are to see. If you suspect the validity of their business contact Security and/or the Deputy Head IMMEDIATELY.

Particular care must be taken over the use of mobile phones/iPads during recreation times:

The use of mobile phones to make calls, access the internet, take photos/videos or send texts is forbidden in school buildings or the school grounds for pupils in Years 7 to 11 from the moment that they first arrive in school until 4pm when they leave the Girls' and or Boys' Division buildings, unless they have the **express and specific permission** from a member of staff to do so.

Pupils in Years 7 to 11 **may not** use phones, etc, in school. They may, however, use them on coaches and once they leave the Girls' Division building at 4.00pm.

Sixth Form students are allowed to bring mobile phones into school and to use them in breaks or lunch times/private study periods. Calls must be made in the areas designated for this purpose in the Riley Centre. Sixth Formers are also permitted to use their mobile phones as e-readers within the school libraries with the permission of the school librarian. Sixth Form students are not, however, allowed to use their 'phones to take still or moving images at any time when they are on the school

premises or on the coaches.

Any pupil who breaks these rules should have her phone confiscated.

Prefects' Duties:

As also described above, the Year 13 Prefects have a list of duties:

Early Morning Duty:

One Prefect will be in the Girls' Division foyer reception from 8.45 a.m. The Prefect will sort Register wallets, assist in the recording of late pupils and late coaches and encourage pupils to move quickly to Assembly or to form meetings.

Assembly Duty:

Prefects will be stationed in the corridors to assist staff in the process of getting their forms to and from Assembly and maintaining the silence rule.

Lunchtime Duties:

Patrol (inside and outside school):

Two Y13 Prefects (working as a pair) for session 1: 1.00 p.m. to 1.35 p.m.

Two Y13 Prefects (working as a pair) for session 2: 1.35 p.m. to 2.10 p.m.

Dining Room (manning the Swipe Card Reader):

One Y13 Prefect for session 1: 1.00 p.m. to 1.30 p.m.

One Y13 Prefect for session 2: 1.30 p.m. to 2.00 p.m.

Appendix 1 was last reviewed in July 2021.

Appendix 2: Temporary adaptations to supervision details for 2020-21

The changes described below took effect from the beginning of the Autumn Term 2020 to correspond with School's response to the COVID-19 pandemic.

Further information regarding specific responsibilities for each duty will be circulated to staff by Mrs Kyle at the start of term. Rotas for duties will be circulated by Mrs Sells.

Before School:

Pre-8.45am: For the first two weeks of term, this will be covered by the Deputy Head, Heads of School along with their Heads of Year and Janet Sells. This will be reviewed during the second week so that any refinements to the official rota can be put in place from the third week onwards.

We will also have all Prefects on duty on the first morning (with some starting at 8am) and will use as many as needed thereafter.

Break Duty:

The rota for break duty comprises of PE and Music staff, as usual. Pupils will take their breaks at the following times:

Year 7: 11-11.15am – either outside or in form rooms. At 11.15, any Y7 pupil outside at that time would need to (be directed to) return to their form rooms using the entrance and stairs near T1.

Year 8: 10.55-11.10am – outside/in their designated marquee on the Netball Courts. At 11.10, Y8 pupils will need to (be directed to) return to their rooms using the entrance and stairs near T1.

Year 9: 11.00-11.15am – outside/in their designated marquee on the Netball Courts. At 11.15, Y9 pupils will need to (be directed to) return to their rooms using the entrance and stairs near T4.

Year 10: 10.55-11.10am – outside/in their designated marquee on the Netball Courts. At 11.10, Y10 pupils will need to (be directed to) return to their rooms using the entrance and stairs near T4.

Year 11: in GD Quad area, via glass entrance doors in A corridor OR in form rooms OR in common room if on rota. At 11.15, Y10 pupils will need to make their way to their p3 lessons.

Sixth Form areas (Hall and Riley Centre) will be supervised by the Head of Sixth Form and Heads of Years 12 and 13.

Lunchtime Duties:

Supervision of lunchtime and recreational time, 12.40-2.10pm daily:

12.40-1pm: Dining Room (Year 7, 8 and 9): For the first two weeks of term, the 5 (or so) staff who would normally be teaching Year 7 during period 4 will bring their classes to lunch at 12.40pm and will supervise those pupils in the dining room whilst they are having lunch. After lunch and under the direction of staff, Year 7 pupils will return to their form rooms, where they will remain for the rest of lunchtime. From the third week onwards, there will be a rota for "first lunch".

Pupils wash their hands first at the outdoor sinks outside T4 and then queue up outside, along the outside of the dining rooms, and enter by the door near the canteen end by the Tudor Avenue car park driveway. The GD Lunchtime Supervisor, Fatima Mulla, assists with this.

Year 10 will have their lunch in the marquees. They will be on a rota for this.

Year 11 will have their lunch in the Arts Centre. They will be on a rota for this.

Year 12 13 will have their lunch in the Great Hall/Riley Centre. They will be on a rota for this.

Between 1pm and 2.10pm, the following duties will take place:

1-1.35pm: Dining Room: One member of staff plus Lunchtime Supervisor

1-1.35pm: Marquee: One member of staff

1-1.35pm: Arts Centre: One member of staff

1-1.35pm: Patrol (inside and outside): One member of staff

1.35-2.10pm: Dining Room: One member of staff plus Lunchtime Supervisor

1.35-2.10pm: Marquee: One member of staff

1.35-2.10pm: Arts Centre: One member of staff

1.35-2.10pm: Patrol (inside and outside): One member of staff

In addition, four Prefects will be on duty each lunchtime (two in each half) and they will be deployed under my direction and that of the staff on duty.

Sixth Form areas (Hall and Riley Centre) will be supervised by the Head of School and Heads of Year.

Staff are required to check the duty rota carefully and to arrive at the start of their duty (1pm or 1.35pm) or to find a replacement if they are unable to do that time.

Appendix 2 was created in September 2020 to account for changes made to school routines during the Covid pandemic. National guidelines for September 2021 are yet to be determined; school polices will reflect the situation as it emerges.

Appendix 3: Policy for Pupils in the BD and GD Signing in and out of the Arts Centre to take part in an Individual or Joint Vocal/ Instrumental Music Lesson (including during the school day)

- In order to ensure the safety of pupils, staff, visitors and the emergency services, all instrumental staff providing lessons in the Arts Centre, and all pupils attending those lessons, must sign in and out of the Arts Centre.
- The Signing In/Out Book will be kept at the entry door at the end of the corridor nearest to the Headmaster's Lawn (the Archway). Pupils and staff should therefore enter and exit the Arts Centre using this door and not cut through the Arts Centre hall.
- As staff are required to accompany Hesketh House pupils to and from Hesketh House they will be able to ensure that the Signing In/Out Book is completed correctly for younger pupils.
- For all Senior School pupils, staff should check with their pupils (regardless of a pupil's age) that they have signed in when they arrive for their lesson. They should also remind them to sign out when they depart the lesson.
- In the event of the fire alarm being sounded in the Arts Centre, staff and pupils must leave the building immediately and congregate on the Hesketh House playground. The roll call will be taken by safety personnel using the Signing In/Out book.
- In the event of the fire alarm being sounded in the main school buildings (but not in the Arts Centre), staff and pupils may continue their instrumental lessons in the Arts Centre. The Signing In/Out book will be used by the school's safety personnel to account for any pupils who do not line up with the rest of their form at the assembly point when the main school is evacuated.
- It is not necessary for pupils attending an ensemble rehearsal to sign in or out as the Ensemble Director will complete the register of attendance at the start of the rehearsal and take this with them in the event of an evacuation to ensure that all pupils are accounted for.

Appendix 3 was last reviewed in July 2021.