

BOLTON SCHOOL – HESKETH HOUSE



SUPERVISION AND MISSING CHILD POLICY

Timings of the School Day

Supervision is provided at Hesketh House from 8.00am, in the School playground. In the event of poor weather this supervision will take place in the School Hall.

After School all pupils are expected to leave the building by 4.00pm, apart from those doing after school activities. These pupils are directly supervised by the adult(s) running these activities. Kidzone provides cover for those families needing supervision after 4.00pm and Kidzone staff collect these children from Hesketh House at 4.00pm. They can also collect children from after school activities by prior arrangement.

Girls catching a coach must make their way to the Boys' Division Quad promptly at the end of the day. New pupils will be directly supervised until they are confident with these arrangements.

Any child who has not been collected by 4.10pm must return to the Hesketh House Office and parents will be contacted. A member of staff will always supervise these children until they are collected or alternative arrangements (such as Kidzone) have been made.

General Supervision

During registration, form time, assembly, lessons and school activities the girls are directly supervised by members of staff.

Arrangements for supervision during break times is as follows:

Morning/Afternoon break

- At the start of break time teachers dismiss their class giving them the opportunity to go to the toilet. They then ensure they go straight out to the playground.
- Morning break is staffed by 2 Teaching Assistants.
- Afternoon break is staffed by our Sergeant and a member of staff.
- Year 6 Playground Ambassadors assist staff on playground at breaks and lunchtimes.

Lunch Break

- Playground Lunch duty is staffed by our Teaching Assistants and Sergeant.
- Staff are positioned to ensure all areas of the playground are visible and safe at all times.

Teachers come out onto the playground at the end of break in order to receive their classes, a member of staff- usually the Deputy or Head rings the bell to signal the end of play.

Wet breaks/Lunchtimes

- A decision is made by Sergeant as to whether or not break will be inside. A message is sent to each class if it is wet break.

BOLTON SCHOOL – HESKETH HOUSE

SUPERVISION AND MISSING CHILD POLICY



- If wet children will go to their own classroom where activities are provided. Year 6 go to Year 3 classrooms unless a third member of staff is available (generally Sergeant at morning break and a TA at afternoon break).
- During a wet lunchtime from 12p.m – 12.50pm Year 6 go to Year 3 classrooms.
- From 12.50pm – 1.20pm a member of staff on wet lunch duty takes the Year 6 pupils up to the 2nd floor classrooms and supervises.
- The bell rings to mark the end of play and pupils tidy their classrooms and get ready for lessons.
- If Year 6 are on the ground floor they line up on the ground floor corridor and wait for their teacher.
- If the staff on duty decide to bring the pupils in early due to inclement weather Year 5 and 6 will enter through Reception entrance and access classrooms via red stairs. Years 3 and 4 will come in through the side entrance as normal.

Missing Child

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 is not registered at the start of the day and we have not received notice from a parent that she is absent from School, a member of the office staff will contact home to find out why she is absent.

Staff also need to be mindful that a child can go missing at any time of the day and regular registers should be taken, particular when children have moved from one part of the building to another. Any unexplained absence of a pupil must be followed up IMMEDIATELY.

Some examples might be as follows:

a) From an indoor lesson

This could occur when a child is allowed to leave the classroom unaccompanied by an adult and fails to return;

- eg
- to go to the toilet
 - to collect something from his/her bag in the cloakroom
 - being sent to another class or teacher (possibly as a punishment)
 - undertaking errands for the teacher such as taking letters to the office

b) From an outdoor lesson

This could occur when the class are outside the building with the children spread out and/or engaged in a variety of activities that make it is easy for a child to wander away unnoticed.

- eg
- during games lessons on the playground or field
 - during other outdoor lessons, (e.g. measuring parts of the building)
 - at the beginning or end of outdoor lessons when children are getting changed, or using the toilet, drinking fountains etc.

SUPERVISION AND MISSING CHILD POLICY

c) Travelling about the school

This could occur when the children are spread out and beyond the teacher's direct vision.

- eg going to and from the hall or outdoors before and after a PE lesson
- going to and from the hall before and after assembly
- going to and from music, MFL lessons, library lessons
- going to and from the classroom at the beginning/end of lunch/break times

d) Other Times

These might include

- eg at the start of the school day when children are freely moving about the grounds and building to get to their cloakroom and classroom.
- at break and lunch times
- at the end of the school day when children and parents are freely moving about

Upon Discovering a child is Missing

It is important that the person discovering a child is missing knows what to do. What action is taken depends on who discovers the child is missing. Therefore, the following action should be taken by the following personnel.

Voluntary helpers will:

Notify immediately the class teacher. If the teacher is not available for whatever reason they must inform the classroom support staff if there is one, or, if there is not, the nearest available teacher. They should state the name of the child (if known) or a description of the child (if the child's name is not known to them), what the child was last seen doing and where, and how long since they last saw the child. Thereafter they should assist with any organised search for the child as directed by the class teacher or the Headteacher.

Classroom Support Staff will:

Notify immediately the class teacher. If the teacher is not available for whatever reason they must inform the nearest available teacher. They should state the name of the child and what he/she was last seen doing and where, and how long since they last saw the child. Thereafter they should assist with any organised search for the child or supervision of the rest of the class as directed by the class teacher or the Headteacher.

Lunchtime supervisors will:

Notify immediately a teacher, the Deputy Headteacher or Headteacher (whoever is found first). They should state the name of the child (if known) or a description of the child (if the child's name is not known to them), what the child was last seen doing and where, and how long since they last saw the child. Thereafter they should assist with any organised search for the child or supervision of the rest of the children as directed by the Headteacher or Deputy Headteacher.

SUPERVISION AND MISSING CHILD POLICY

The Class Teacher will:

Conduct a search of the immediate surroundings, ie:

Indoors - in the classroom (looking under tables, work surfaces and other possible hiding places such as cupboards), adjacent work areas and classrooms, nearby cloakrooms and toilets.

Outdoors - in the immediate area where the child was last seen including looking under bushes and up trees etc.

[NB The teacher should quickly arrange for another adult (e.g. support staff or neighbouring teacher) to supervise their class while they conduct any search away from the class for which they are responsible].

If this initial search does not find the child the teacher shall begin a wider search of the school buildings and grounds including searching public areas in other parts of the school eg library areas, toilet and cloakroom areas, corridors, hall etc. The task of undertaking this search can be done either by the teacher personally or they can delegate this to a member of the support staff depending on the teacher's knowledge of the missing child, including their emotional and behavioural characteristics. At all times the rest of the class must be supervised by either the class teacher or a member of the support staff. If appropriate, a neighbouring teacher can be asked to supervise the class (as well as their own) to enable both the teacher and the support staff to conduct the search.

If this search does not discover the missing child within a reasonable time the teacher must inform the Deputy Headteacher or Headteacher (directly or via the school office) of the missing child and the facts surrounding the child's disappearance.

The Headteacher will:

Take charge of the situation. If satisfied that the class is adequately supervised the Headteacher will join the teacher (and support staff if applicable) in searching the school premises for the missing child directing the teacher (and others) where to search (e.g. while one searches externally, the other searches internally) Alternatively, the Headteacher may direct the teacher (or support staff) to return to their class in order to continue supervising the class and to be a familiar adult should the missing child return to their classroom. In this situation the Headteacher will continue the search alone or with other available adults.

When the Headteacher is satisfied that the child is not on the premises they will contact the Senior Head and then contact the child's parents (or ask Office staff to do so) and inform them of the situation and to enquire if the child has returned home. If the child is at home the parents will be informed by telephone of the known facts surrounding the child going missing. If the child is not at home the Headteacher will, in consultation with the parents, begin a search outside of the school premises. If the parents cannot be contacted at home the Headteacher (or other adults as directed by the Headteacher) will begin a search outside of the school's immediate premises.

This may include a visit to the child's home if this is near the school. If the child is not found within 45 minutes the Headteacher (or other staff if so directed by the Headteacher) will inform the police and, as appropriate, the social services and the Chairman of Governors of

BOLTON SCHOOL – HESKETH HOUSE



SUPERVISION AND MISSING CHILD POLICY

the child's disappearance. Thereafter the Headteacher will follow the instructions of the police regarding the continuation of the search for the child.

The Office staff will:

Inform the Headteacher of the missing child and then await further instructions. They will not take part in the search but may be requested to contact the child's parents when instructed by the Headteacher to do so and inform them of the situation and enquire if the child has returned home. They will then hand communication with the parents over to the Headteacher unless directed otherwise by the Headteacher. If the parents cannot be contacted the office staff will, if directed to do so by the Headteacher, telephone the police, social services and Chairman of the School Governors to inform them of the missing child and giving them such information as they may request. The school staff, including the Headteacher, will then continue the search as directed by the police and the office staff will continue to try to contact the child's parents.

Missing Children Seen Running Off the Premises

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.

As a general rule staff should not pursue a child beyond the school boundary. Instead they should report to the Headteacher where they last saw the child and the direction the child was heading so that this information can be communicated to the parents or police as appropriate. The member of staff should then return to their normal duties unless directed otherwise by the Head Teacher.

In certain circumstances it may be appropriate for the member of staff to go beyond the school boundary, eg to retrieve a child who has accidentally wandered out of an open gate, or to follow/retrieve a child with special needs who has deliberately left the premises but in doing so does not understand the gravity of their action. 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, eg the child might run into a road without looking out for traffic in an attempt to evade the pursuing, running adult.

In exceptional circumstances where a child is known to be liable to run off the premises, the school may prepare and enact contingency search plans involving named staff. When enacting these plans staff should be mindful not to put themselves or the child at risk.

Investigations

When a missing child has been located and safely returned to school, the child's family or the police, the Headteacher 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.

BOLTON SCHOOL – HESKETH HOUSE

SUPERVISION AND MISSING CHILD POLICY



Policy review

Name: Carol Laverick

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