



**GIRLS' DIVISION  
SENIOR SCHOOL**

Supervision Policy, including  
Missing Child Policy & Late Collection Policy

## **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 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 This privilege is liable to be withdrawn if abused.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 and because, before this time, fire routes may not be open. (Separate rules may apply for Sixth Form students for the Riley Centre only). If, however, they must be in School before that time, Miss Stafford organizes a supervised session in the Textiles room from 7.45am to 8.00am: girls should enter by the back door next to Textiles and should remain in this area under supervision until more general access is permitted.

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.

Girls 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 girls, 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 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 (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 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.

*This Policy was revised and updated in August 2017.*

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

Break, lunchtime patrol, dining room and coach duties are divided amongst all staff by the member of staff in charge of the Duty List (Mrs Janet Sells) on a rota basis. 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 Assistant Head 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 and can be contacted using the mobile phone in the staff room situated next to the duty rota.

**Assembly duty** involves helping to seat girls in Assembly by being at one of the four entry points to the Hall and directing girls to seats and is carried out by Senior Staff and Year Tutors. A member of staff who does not have a form is in Reception between 8.45 a.m. and 9.15 a.m. to monitor any late girls, including those on late coaches.

**Break duty** (10.55 a.m. – 11.20 a.m) involves monitoring the queues in the Dining Room and ensuring rapid progress to lessons in time for 11.20a.m. Girls should not go to the Boys' Division at break-times.

**Lunch Duty** is divided in to either patrol duty or dining room duty:

- **Patrol Duty** (1.00 p.m. – 1.35 p.m. or 1.35 p.m. – 2.10 p.m.)

This covers the whole of the Girls' Division buildings and grounds of both Divisions. The main priorities are that girls keep within bounds, behave in an orderly fashion,

do not leave litter and go promptly to lunch and to afternoon registration. When in their Form Rooms, the room door should be open and girls 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. Collect the mobile phone from B12. If you need to summon help quickly to deal with an emergency during your patrol duty, ring the member of the senior staff on duty on the mobile phone. Return the mobile to B12 at the end of duty and place it on the charger. Liaise with Janet Sells over any supervisory issues involving girls in Years 7-11.

Please introduce yourself to the Mid-day Supervisor(s) on duty around the Boys' Division. They, and you, should try to ensure that Middle School pupils do not visit the Boys' Division other than on the appointed day for their year group.

If there are large numbers of girls outside, try to include in your patrol:

- the netball courts & sports fields, where girls 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 toilets and drinks machine) which is out of bounds unless the girls are attending a function.

Whilst inside, please check all Form Rooms, including those on the Sutcliffe Suite Corridor and the toilets.

Two pairs of Y13 Prefects do this duty with you from 1.00 - 1.35 p.m. and from 1.35 - 2.10 p.m. If they encounter problems, they should report to you and/or the member of staff on Senior Staff Duty.

When you meet your Prefects at 1.10 p.m. and 1.45 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. Prefects should also write the names of any miscreants in their record book. 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 the Assistant Head (Mr Linfitt).

- **Dining Room Duty** (1.00 p.m. - 1.35 p.m. or 1.35 p.m. - 2.10 p.m.)

From 1.00 to 1.10 p.m., a Year Tutor will stand in the corridor to supervise the lunch queue. Any concerns about pupil behaviour during lunchtime should be reported to the Heads of School in the first instance.

At the start of the year in September, Year 7 girls should queue for lunch at 1.00 p.m. on the first couple of days, so that they go in without being barged out of the way. A rota is published for the other year groups, who may join the queue when their year

group number is called or, if they have a lunch pass for a club, they can go to the front of the queue. Pupils can send a form representative to check where their year group has got to in the queue.

The Mid-day supervisor will monitor the queue inside the dining room for the swipe card system. The Mid-day 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. - 4.20 p.m. in the Boys' Division Cloisters. Staff should ensure they have their yellow jacket and arrive as soon as possible after 4.00 p.m., before completing their own arrangements to leave school. A member of the Senior Staff and/or Janet Sells will be on duty in the centre of the Boys' Division Quad. Note that the gates under the Main Arch are closed to vehicles from just before 4.00 p.m. until 4.15 p.m. The Sergeant on duty is responsible for preventing traffic from using the exit between those times.

Your responsibilities are to:

Ensure that pupils walking to coaches already parked in their bays do so in an orderly fashion.

Ensure that pupils whose coaches have not yet arrived wait in the cloister area until called by staff. It is important that they do not obstruct the cloister doors whilst waiting.

When pupils are called, make sure that they walk to their coaches; do not allow them to run

Check that uniform is worn correctly.

Food and drink are not allowed on the coaches - intervene if you notice that pupils are breaking this rule.

As coaches prepare to depart, ensure that passengers who are obviously standing sit down, but don't go onto the coaches.

Stay on duty in this area until 4.20 p.m. or until the Senior Member of Staff tells you to stand down to ensure that no girls have been stranded. If a girl 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 girls 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 girls during all breaks and before school as long as:

Form room doors remain open even when there is a glass panel;  
girls do not touch departmental equipment, black-/white-boards, computers  
radiator controls and curtains,

eating and drinking in Form rooms is 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.

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 be used as a meeting place for girls during lunchtimes, but girls must not eat or drink in the Hall.

Boys from the Boys' Division (except Sixth Form) are not allowed in any part of the Girls' Division unless they are visiting the Nurse or attending a formal meeting (e.g. Joint Literary and Debating Society). All boys (except Sixth Form) should be stopped and asked their business. Those with no good reason for being in the building should be encouraged to leave by the nearest exit. In case of problems, contact Mr Wardle, the Deputy Headmaster.

The Science labs are out of bounds to all pupils and are kept locked. A school master key is always available in C13. Please return it after use.

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.

Please encourage the girls to keep their Form rooms tidy.

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

**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 9 **may not** use mp3 players on their phones, although pupils in Years 10 and 11 may use their 'phone to access music at breaks/lunchtime in their form rooms only (see below).

Girls in Years 7 to 9 **may not** use personal music players such as iPods in school during the school day. They may, however, use them on coaches and once they leave the Girls' Division building at 4.00pm.

Girls in Years 10 and above may use personal music players (including those on their 'phone) at break and lunchtime in their Form rooms, as well as on coaches and after 4.00pm but NOT during lessons. They may also use them whilst studying in the school libraries, provided the sound cannot be heard by others and it is still possible to hear the fire alarm when sounded. They may not be used on corridors.

Pupils in Years 7 to 9 who bring mobile phones into school must store them in their lockers during the school day.

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.

Any pupil who breaks these rules will have her phone confiscated.  
The School iPads are blocked from accessing Social Networking Sites.

### *School rules on images*

Pupils may not take any photographs, nor record any images or video material during the school day or on school premises unless they have the express and specific permission of a member of staff to do so.

**Prefects' Duties:** Please note that the Prefects also have a list of duties:

#### Early Morning Duty:

One prefect will join the member of staff in the Girls' Division foyer from 8.45 a.m. The prefect will sort Register wallets, assist in the recording of late pupils and late coaches and encourage girls to move quickly to Assembly or to form meetings. Prefects will be on duty in the Gym Corridor to encourage late-comers to move quickly into school.

#### 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

4 Y13 Prefects (in 2 pairs) for session 1: 1.00 p.m. - 1.35 p.m.

4 Y13 Prefects (in 2 pairs) for session 2: 1.35 p.m. - 2.10 p.m.

(2 to patrol outside and 2 to patrol inside).

**Appendix 2: 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 Senior girls and Senior boys, 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.