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Supervision of Pupils and Missing Pupil Policy (including EYFS)

2024-2025

This policy is applicable to all pupils, including those in the EYFS.

Pupils' Arrival and Departure

Pre-Prep Pupils can arrive from 8.00-8.10am into Early Club and must be delivered to our Nursery building. Remaining children must arrive to the Pre-Prep playground between 8.10 and 8.20am. The Pre prep days starts at 8:20am and ends at 3:45pm. Parents can book children in for Stay and Play between 3:45-5pm and Supper Club from 5-6pm.

The main duty times are:

- Early Club (8.00am - 8.10am)
- Early Playground (8:10-8:20am)
- Break duty – morning and afternoon
- Lunch-time duty and lunch break duty
- Stay and Play (3:45-5pm)
- Supper Club (5-6pm)

Prep School opens at 8.15am, for those who need to arrive from 8.00am pupils must go to the Dining Hall to be supervised until 8.15am. Boarding children are supervised by the boarding team until 8.15am. All day pupils are expected to go home by 5.10pm unless they are staying late for Prep or Enrichment when children must be collected by 6.10pm. For specific functions, collection details are always communicated via email. Pupils are not allowed on site without supervision. At least one member of staff is always present on duty in order to supervise pupils whenever they are in the school outside normal school hours. All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties, as well as late and weekend duties. Staff are on duty in the Boarding House in the evening and at weekends. Pupils are able to call on a member of staff at any time if necessary.

Parents can book in day pupils in for Breakfast and Supper Club between 7.30-8.00am and 6.10-6.45pm; at least 24 hours' notice is required.

The main duty times are:

- Early morning duty (8.00am - 8.15am)
- Break duty – morning and afternoon
- Lunch-time duty and lunch break duty
- Changing Room duty
- After-school duty (5.10pm - 6.00pm)

Arrangements are made to ensure pupils are supervised during play and concert rehearsals, or other events that bring small groups into school out of hours. Members of the Sport Department

supervise pupils on both home and away matches.

Boarding: this policy addresses ISI Regulatory requirements (effective from Sept 2022), Part 3 – Welfare, Health and Safety of Pupils, para 14 and National Minimum Standard – Staffing and Supervision

NMS Standard 20 – Staffing and supervision

20.1 Any staff member or volunteer employed or volunteering in a position working with boarders has a job description reflecting their duties, receives induction training in boarding when newly appointed, and receives regular reviews of their boarding practice, with opportunities for training and continual professional development in boarding.

20.2 Any role of spouses, partners and/or other adult members of staff households within boarding houses is made clear.

20.3 The staff supervising boarders outside teaching time are sufficient in number, training and experience for the age, number and individual needs of boarders, and the locations and activities involved.

20.4 Boarders are at all times under the responsibility of an identified member of staff who is suitably qualified and experienced. There is continuity of staff, as far as is reasonably possible, such that boarders' relationships with staff are not overly disrupted.

20.5 Staff know the whereabouts of boarders (or know how to find their whereabouts) in their charge at all times.

20.6 Staff working within the school know and implement the school's policy, and any local protocols, in relation to boarders going missing and understand their role in implementing that policy. Staff actively search for boarders who are missing, including working with police where appropriate.

20.7 Schools should ensure that they have a suitable number of staff (and at least one) sleeping or on duty in each building, who is responsible for the boarders and available to meet boarders' needs during the night.

20.8 Boarders are able to contact a member of staff easily in each building at night and know how to do this.

20.9 Suitable accommodation (consisting of accommodation in which meals may be taken, living accommodation, and sleeping accommodation) and suitable toilet and washing facilities are provided for residential staff. This accommodation is appropriately separated⁴³ from the accommodation and facilities provided for boarding pupils.

20.10 No boarders have access to staff residential accommodation, other than in exceptional circumstances. Where this occurs, a one-to-one situation should be avoided with boarders with another adult always present. There is no inappropriate favouritism or inappropriate one-to-one contact between staff and boarders.

Access to staff residential accommodation

Pupils must not access HM, Resident Tutor, Assistant Housemaster or Matron's residential accommodation other than in exceptional circumstances.

All boarders return to the boarding house after enrichment activities. Our Boarding Staff carry out regular patrols until 10.00pm.

Registration

We take a register of pupils at the start of the morning, and in the lesson immediately after lunch break. Parents are responsible for notifying the school if their child is absent for any reason. The school will always contact the parent if a child fails to arrive at school without an explanation.

For boarding, we make sure that we know the whereabouts of all boarding pupils at all times by operating a signing in and signing out system when boarders leave the school, and by registering attendance in the boarding house.

We operate identical registration procedures to day schools; but in addition, we will only release a child at the end of his or her session into the care of a parent or other individual whose name has been notified to us in writing in advance.

Medical Support

There is a matron on duty in Sick Bay from 9.00am to 5.00pm during the week who is available to administer First Aid, to deal with any accidents or emergencies, or to help if someone is taken ill. A number of members of the teaching staff and non-teaching staff, who are trained and qualified as First Aiders are able to give emergency first Aid. Lists are held in the school office and staff room. We always make sure that a qualified paediatric First Aider is on duty whilst our EYFS children are in school. First Aid boxes are in all potentially high risk areas, as well as in the School Office. All medicine prescribed is logged.

Autoinjector pens are held in the staff workroom.

Inhalers are held in the staff workroom

The defibrillator is situated by the visitor's toilet in the main entrance hall.

For further information see the First Aid policy

Supervision whilst travelling to and from School

Parents are responsible for ensuring that their children travel safely to and from school. Pupils are expected to behave responsibly if they travel by school bus. We would always investigate complaints about poor behaviour.

Parents who feel their child in years 6,7,8 are responsible enough to walk to and from school unaccompanied must send this permission in writing to the school office, DHP and Form teacher.

Supervision during Educational Visits/Sport Fixtures

The arrangements for the supervision of pupils during educational visits and trips out of schools are described in our policy: "Educational Visits".

Unsupervised Access By Pupils

Pupils are not allowed to use gymnastic, athletic or climbing equipment without supervision. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities. We ensure that pupils do not have unsupervised access to potentially

dangerous areas, such as the science laboratories or the design technology room, etc. Doors to these areas are kept locked if a member of staff is not in there. All flammables are kept securely locked in appropriate storage facilities. Pupils do not have access to the Grounds, Maintenance and Catering areas of the school.

Staff Induction

All new members of the teaching staff receive a thorough induction into the school's expectations regarding the staff code of conduct, and duty responsibilities. Guidance is given on supervision during break and lunch times areas. It is a collective responsibility and even if not on active duty, members of staff should intervene or help if they are present and there is a need.

Procedures to be followed by staff when a child is not collected on time (including EYFS pupils)

If a child is not collected within half an hour of the agreed collection time, we will call the contact numbers for the parent or carers. If there is no answer, the School Office staff member on duty will begin to call the emergency numbers for this child. During this time, the child will be safely looked after. If there is no response from the parents' or carers' contact numbers or the emergency numbers within a 3-hour period/ when the premises are closing, the Head of Pre-Prep/Deputy Head Pastoral will contact the Dorset District Council Social Care Duty Officer on 01305 221196 or the MASH on 01305 221 122. 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. We will make a full written report of the incident. We undertake to look after the child safely throughout the time that he or she remains under our care.

Supervision of EYFS Pupils

The supervision of EYFS pupils is the responsibility of everyone working in the Pre-Prep. During lesson times this will be the relevant year group teachers and assistants, but during lunch and breaks it falls to everyone to be vigilant. Children should be closely watched and if moving between buildings or rooms they should be lined up with staff supervising. Headcounts should be completed at appropriate intervals to ensure that children are accounted for. Ratios for our 'rising 3s', 3-year-olds and over are 1:8 (unless a level 6 trained member of staff is present, or a qualified teacher) in which case it can rise to 1:13 for that staff member. In the EYFS we have 1 manager with QTS, 2 EYFS Practitioner trained to level 3 and one qualified teacher who is our EYFS lead.

Nursery

The Head of Pre-Prep is responsible for organising correct levels of supervision during 'class' time and ensuring that correct ratios are always adhered to.

Reception class

There is one teacher within the Reception class and at times, a teaching assistant who helps across the classes as needed. The teacher is responsible for ensuring that pupils are correctly always supervised.

KS1

Key Stage 1 classes have a qualified teacher per class, plus there is one teaching assistant who helps across the department.

Registration

All classes are registered at the start of the morning and afternoon sessions. Nursery staff are aware of the different sessions attended by Nursery children and complete the register accordingly.

Playtimes

Ratios are always adhered to (see separate duty rota for full details). A member of staff on duty is always paediatric first aid trained, and the school matron is available during the school day. A close watch is kept on the children at playtimes with staff positioned at intervals around the perimeter of the play area in order to supervise the area closely.

Staff sit with and serve the Pre-Prep children at lunch time. They supervise healthy eating and good table manners through the shared mealtime.

After School care

Staff members are on duty after school, with ratios remaining within 1:8 for our three year olds. Snacks are provided and kitchen staff are food hygiene trained. All Pre-Prep staff are paediatric first aid trained. Registers are taken and children are handed over to parents at end of day.

Clubs and Activities

Clubs and activities usually run from 4-5pm and supper club is available between 5-6pm supervised by a member of staff. Clubs are available for Reception children and above. Ratios are adhered to and are checked by the Head of Pre-Prep. All staff taking a club must register the attendees for each session. Children are collected for their club from PP by the staff member in charge and returned at 4.55pm. Parents then collect from the Pre-Prep at 5pm and staff hand them directly to parents. Any children who are not collected are supervised by a duty member of staff in the Pre-Prep until they are collected or taken to Supper Club by a duty staff member.

Assemblies

Staff accompany their classes to and from assembly. One member of staff remains in assembly with the Pre-Prep children.

Swimming

Staff take their classes swimming to aid with changing and supervision in the pool. There are support staff in the pool during the swimming sessions and a qualified swimming coach and trained lifeguard are in attendance at all times.

School trips

We adhere to the agreed legal ratios at all times and where possible two members of staff travel on minibuses. Headcounts are taken at regular intervals. All trips are risk assessed in line with school policy. One member of staff will have a Paediatric first aid qualification on all EYFS trips.

Lessons in Prep School

Reception and KS1 children attend some lessons with specialist Prep School staff.

Collection of children

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No children will ever be released into the care of an adult who is not a parent or legal guardian or for whom parent consent has not been given. Parents must inform staff in writing if there is to be a change to collection routines and provide a photo or password for identification purposes. If in any doubt, staff must not release the child and should call the parent and inform the Head of Pre-Prep. Please see the Supervision Policy, procedure for uncollected children and the whole school Missing Pupil policy for further information. Please also refer to duty rotas and personal timetables for further information on ratios and staff supervision.

Missing Child Policy

The welfare of all of our children at Sherborne Prep school is our paramount responsibility. Every adult who works at the school has been trained to appreciate that he or she has a key responsibility for helping to keep the children safe at all times. Our staffing ratios are generous and are deliberately designed to ensure there is robust supervision of pupils throughout the school day.

Actions to be followed by staff if a child goes missing from the school (working hours)

Our procedures are designed to ensure that a missing child, whether day pupil or boarder, is found and returned to effective supervision as soon as possible. If a child was found to be missing, we would carry out the following actions:

- Take a register in order to ensure that all the other children were present
- Inform the Head, and DSL, and the Head of the Pre-Prep if applicable
- Ask the adults and children calmly when they last remember seeing the child
- Occupy the other children
- At the same time, the Missing Child Protocol (see below) will be instigated. Designated adults search within the school buildings and grounds, carefully checking spaces where a small child might hide
- Check the doors and gates for signs of entry/exit

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

- Ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the school
- The Designated Safeguarding Lead / Head/ Assistant Bursar would notify the Police
- The Head / Assistant Bursar would arrange for staff to search the rest of the school premises and grounds
- If the child's home is within walking distance, a member of staff would set out to attempt to catch up with him/her
- The Designated Safeguarding Lead would inform the Local Children Safeguarding Board
- The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care
- Inform the Chair of Governors
- Inform Ofsted/ISI
- Inform the Insurers

- If the child is found, injured, a report would be made under RIDDOR to the HSE

A full record of all activities taken up to the stage at which the child was found would be made for the incident report held on the school database. If appropriate, procedures would be adjusted and would be recorded.

Criteria:

The missing child protocol has been split in to 3 phases to maximise the School's ability to find the child. Staff in the school are aware of 'key children' who are more likely to take flight but staff should be vigilant for all children. A number of measures are used to minimise the risk of a child leaving the school site:

- Formal registration
- Lesson registration
- Break time duty staff

In a situation where the whereabouts of a child is unknown the missing child protocol is adopted.

Missing Pupil Protocol

Phase 1

Action	Responsibility	Completed
Child is 'missing'. Staff member who should have child check on the iSAMS registration. If child is in school contact the school office either via email or by sending child to check	Member of staff who discovers child is not present	
Office check if child is in a different lesson or out of school. If yes confirm by email/with child and report back to teacher. If child cannot be accounted for the office staff will initially mobilise available staff who will search zones – this includes outside spaces. The SLT will be emailed Office begin timeline log on paper	Office staff Bursary/Pre-Prep	
If child is found – office report all is well to DHP	Office	
Where a child is not found: Move to Phase 2		

Phase 2

Action	Responsibility	Completed
Where a child is not found on initial search:		
Office alert DHP and timeline log continued	Office	
Fire alarm for all zones used to confirm who is on site. DHP and Office staff communicate with staff searching and inform them via email immediately when child is located. Staff searching to use the school office number(01935812097) and DHP (07540768200) number to stay in communication. Child found: incident report written and DHP to contact parents	Assistant Bursar/Office Staff/ SLT DHP (Deputy Head Pastoral)	
Where a child is not found: Move to Phase 3		

Phase 3

Action	Responsibility	Completed
Where a child is not found:		
DHP contacts parents to inform and check child has not returned home and then inform the police and social services within 30 minutes if child is still unaccounted for.	DHP/ SLT	

Allocated staff continue to search with external agencies. DHP to continue timeline log and support parents.	Staff managed by SLT	
Children and staff to continue the school day.	All staff	

Actions to be followed by staff if a child goes missing from the school (non-working hours)

In the event the child is missing in boarding hours the DHP and Head will be notified immediately by boarding staff by phone and members of staff who live on site contacted to assist with the search and supervision of onsite children.

This is most likely to be a boarder, but it may also be a day pupil that has stayed late, for example. If a boarder fails to return from 'leave out' at the appointed time, the boarding duty staff must make contact with the boarder's parents or guardian until he/she is satisfied that that boarder has been accounted for. If the child is on site but it has been discovered they are missing, the following procedures must be carried out:

- Call all boarders back in from their activities or account for them (e.g. if they are swimming).
- Take a register in order to ensure that all the other children are accounted for
- Inform the Head, and Designated Safeguarding Lead
- Ask the adults and children calmly if they can tell us when they last remember seeing the child
- Occupy the other children in the boarding house
- At the same time, arrange for staff to search within the school, both inside and out, carefully checking where a small child might hide. Call in SLT if required.
- Check the doors and gates for signs of entry/exit

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

- Ring the child's parents and/or guardian and explain what has happened, and what steps have been taken. Ask them to come to the school if they can
- The DSL / Head will notify the Police
- The Head and DSL will arrange for staff to search the rest of the school premises and grounds
- If the child's home is within walking distance, a member of staff will set out to attempt to catch up with him/her
- The DSL will inform the Local Children Safeguarding Board
- The school will cooperate fully with any Police investigation and safeguarding investigation by Social Care
- Inform the Chair of Governors and CEO
- Inform ISI
- Inform the Insurers

- If the child is found, injured, a report will be made under RIDDOR to the HSE

A full record of actions taken up to the stage at which the child was found will be made for the incident report (held on the school database). If appropriate, procedures would be adjusted.

Actions to be followed by staff if a child goes missing on an outing

- An immediate head count would be carried out in order to ensure that all the other children were present
- An adult would search the immediate vicinity
- The remaining children would be cared for by other members of staff
- Inform the Head and the DSL
- Ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the school or venue if they can and as soon as possible if appropriate
- Contact the Police
- The DSL would inform the Local Children Safeguarding Board
- The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care
- Inform the Chair of Governors and CEO
- ISI would be informed
- The Insurers would be informed
- If the child is injured, a report would be made under RIDDOR to the HSE
- If there is a delay in finding the child, the Critical Incident Plan is to be implemented.

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.

Actions to be followed by staff once the child is found

- Talk to, take care of and, if necessary, comfort the child
- Speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing
- The Head will speak to the parents to discuss events and give an account of the incident
- The Head will instigate an investigation if appropriate involving Social Services/ Local Children Safeguarding Board
- Media queries should be referred to the Head
- The investigation should involve all concerned providing written statements

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- The report should be detailed covering: 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 s/he appeared to have gone missing and lessons for the future.