

# **REDDIFORD SCHOOL**

## **Supervision Policy**

**Including**

## **Missing child Policy and procedures. (including EYFS)**

To be used in conjunction with Reddiford's  
Safeguarding Policy  
Prevent Policy'  
Attendance and Registration Policy

The purpose of this policy is to offer guidance to all staff at Reddiford School about the appropriate supervision of all pupils throughout the school day. Staff should also read the Health and Safety Policy, the First Aid policy, the Educational Visits and Trips policy and the guidance in the staff handbook, available on the staff portal.

### **Legal Obligations**

The Head Teacher and Bursar have specific obligations to ensure, as far as is practicable, that a safe place of work is established for all employees, pupils and others that enter the school. The employer is required to ensure that the supervision of pupils throughout the school day is adequate to ensure their health, safety and welfare.

The teachers have a duty of care to the children, which is based on the principle that they are *in loco parentis*. This can be thought of as the standard of care expected of prudent parents in the care of their children. In order for teachers to carry out their duties effectively they have certain responsibilities. These include:

- ensuring that they are aware of school policies and obtain the information they need in order to carry out their professional duties effectively
- ensuring the maintenance of good order and discipline at all times during the school day (including morning and lunch breaks) when pupils are present on the school premises and whenever the pupils are engaged in authorised school activities whether on the school premises or elsewhere

### **Negligence**

If a claim for negligence is brought against a member of staff, it is important to be able to show that adequate care was being exercised at the time of the incident. High standards of supervision must be maintained at all times.

Any injury to a pupil would not in itself be grounds for a successful action against a member of staff. It is necessary to show that there has been negligence by the school which has resulted in the injury sustained by the pupil. The employer is responsible for any negligent acts of their employees committed in the course of their employment. However, if anything happened to a pupil, the cause of which could be attributed to some lapse in the standard of appropriate care, the member of staff might incur some legal liability.

### **Supervision whilst travelling to and from school**

Parents are responsible for ensuring that their children travel safely to and from school. If a child walks or cycles to school, parents should satisfy themselves that the child is competent to deal with any likely hazard. This would be a matter for discussion with the Head of the Upper School (Mr Ford) liaising with Mr O'Toole (Deputy Head- pastoral).

### **Supervision before school**

Reddiford's responsibility begins when the children arrive at school. However, all parents are made aware that there is no supervision of the children earlier than 7.55 am on a school day and they are not allowed on the school premises. Early club begins on all site at 7.55 and parents are informed of the arrangement for this and the arrival details.

## **Responsibility during the school day**

### **Leaving the School Site**

Children are not allowed off site during school hours unless there is clear written evidence of a request from the parents or guardian. A telephone call or e-mail to the school secretary is also acceptable. Parents must also sign their children out through the school office, if they are collecting them early for any reason.

### **Illness**

When children are taken ill during the school day, the school will contact the parents or guardian, whether at home or at work in order that they can be collected.

### **Supervision in classrooms**

It is the responsibility of all members of the teaching staff and assistants to be present in the classroom to supervise children and to maintain discipline and good order during lessons. However, it may be unavoidable, due to the use of specialist teachers and the location of specific rooms, that some older pupils may move classrooms between lessons and may arrive before their teacher. It is assumed that teachers will complete their lessons in good time and be in a position to move to the next class as soon as is practicable. If children arrive before the teacher, they are taught that they should line up in the corridor, where they are more easily supervised by other staff in the area. If a member of staff is detained elsewhere (for example, during a double cover period, while waiting for the next cover teacher) a message should be sent to the school office. Professional judgement should be exercised as to the safety priorities involved in leaving one group in order to supervise another. As a rule of thumb, members of staff should ensure that they stay with the younger class and make use of their Teaching Assistant.

Individual subject departments who use potentially hazardous equipment, for example the Art/Design Technology, Science or P.E. Departments, should adhere carefully to their particular safety rules and procedures. No child should be allowed to behave in a potentially dangerous way in a classroom (see Health and Safety Policy).

### **Emergency**

In the case of an emergency, please send a pupil to the main office or adjacent classroom to seek help if a teacher is alone or use the coloured cards in the classroom. Do not leave the class unattended.

### **Clubs and extra-curricular lunchtime activities**

Children attending clubs and lunchtime or after-school activities should be supervised to the same standard as in lessons. If a lunchtime activity has been cancelled, the children should be told to go out to break with the other children. If an after-school activity is cancelled, the parents should be told ahead of time. If that is not possible, the children should be supervised in the after-school club with their peers.

### **Supervision at breaks and lunchtime**

At least two members of staff will be on duty at break times and at lunchtime. There must be adequate supervision outdoors throughout school break times.

A duty rota for break and lunchtime has been sent to all member of staff and is displayed on the relevant notice boards. Any changes will be documented on the 'week ahead' and sent to all staff. Duty teachers should begin supervision promptly.

It is important to keep moving and to patrol all relevant areas, looking out for rough or dangerous play, unkindness or children who are unhappy or isolated. Moving supervision is important because it alerts the children in a specific area to the presence of that member of staff. If a supervising member of staff is not highly visible to the children, this could compromise the safety of a child/children if help is needed quickly when an incident has taken place.

In the Upper School children who have minor injuries are sent, with a supportive friend, to the welfare room. In the Lower School children who have minor injuries are dealt with in the playground by staff who are trained first aiders. At all sites there are designated first aiders on duty who can be called to help deal with injuries when required.

For further details, see the Staff Handbook on the Staff Portal

### **Wet break times**

In the situation of a "Wet Break", all staff on duty are to follow the rota and help out where needed. Children should not be left unsupervised in classrooms during wet break times. Staff should support each other in maintaining adequate levels of supervision during wet break times.

### **Early Clubs**

Children that attend early clubs are let in via the main door (Lower School) or the black gate entry (Upper School). They are supervised by two members of staff.

### **Supervision after School (Clubs and Afterschool)**

Many children go home at either 3.15pm (EYFS), 3.30pm (Year 1 and 2) or 3.45pm (Years 3-6). However, a supervised after-school club is organised at all departments until 6.00pm. Various clubs are also held after school. Those members of staff who are in charge of an after-school club are expected to keep a register of who is attending; they should inform the office if there are any pupils missing.

### **Lower School**

Supervision of Lower School pupils by older siblings (for example before or after the school day) is not permitted for safety reasons.

**EYFS-Pupil ratio:** We always maintain at least the minimum legal adult: child ratios in our Nursery and Reception classes.

**EYFS- Toilet Protocol:** throughout the school day, children in EYFS are monitored and supervised in the toilet areas.

**EYFS-Lunch Time:** EYD children are supervised by lunch supervisors or staff members during lunch times to monitor behaviour, and to encourage good manners and healthy eating

### **Supervision during educational visits**

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

### **Action to be followed by staff if a child goes missing from the school.**

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a child is found to be missing, we will carry out the following actions:

- Take the register in order to ensure that all the other children are present.
- If a child is missing inform the Head Teacher and Head of Department.
- Ask all adults and children calmly if they can tell us when they last remember seeing the child.
- Occupy all the other children in their classroom(s) eg by reading to them
- At the same time, arrange for one or more adults to search everywhere within the department, both inside and out, carefully checking all spaces, cupboards, toilets, anywhere a small child might hide.
- Check the doors, gates for signs of entry/exit.

If the child is still missing after no more than 30 minutes (15 mins EYFS), the following steps will be taken:

- Ask the Head of Department/Head of school to 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 at once.
- The Head of Department/Head Teacher will notify the Police.
- The Head of Department/Head Teacher 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 on foot to attempt to catch up with him/her in case they are heading that way.
- The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care.
- Inform the Chair of Governors.
- Ofsted would be informed – EYD.
- The Insurers would be informed.

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.

### **Action to be followed if a child goes missing at dismissal**

If a child goes missing at the end of the day, during the dismissal process, there is always the possibility that they have been collected by another adult and the teacher has missed this. Of course, due diligence is always given to the dismissal process but the possibility cannot be ruled out. The following action will be taken;

- The teacher will ask the other staff and children if they have noticed the missing child going with another adult.
- The teacher will check that they have not gone to a school club unexpectedly.
- All the adults listed on the child's dismissal form will be phoned.
- The teacher/dept secretary will be in constant contact with the parents in case there is any news.
- If the Head Teacher/Dept Head agrees with the parents that the child cannot be accounted for after 30 mins then the police will be called.
- Further action will be on the advice of the police.

**Action 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- and a register taken.
- An adult would search the immediate vicinity.
- Contact the venue Manager and arrange a search.
- The remaining children would be taken back to school or occupied by an appropriate number of staff.
- Inform the Head of Department and Head Teacher.
- Ask the Head of Department/Head Teacher to ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to [the venue/ the school] at once.
- Contact the Police.
- The DSL would inform Harrow Social Services.
- The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care.
- Inform the Chair of Governors.
- Ofsted would be informed – EYD.
- The Insurers would be informed.

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.

**Action to be followed by staff once a 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 of the Department/Head Teacher will speak to the parents to discuss events and give an account of the incident.
- The Head of the Department/Head Teacher will promise a full investigation (if appropriate involving Social Services/Harrow Strategic Safeguarding Partnership)
- Media queries should be referred to the Head Teacher.
- The investigation should involve all concerned providing written statements.
- 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, lessons for the future.

### Procedure to be followed by staff when a child is not collected on time.

If a child is not collected within the agreed collection time, we will call the contact numbers for the parent or carers and place the child in our extended day facilities so that they are looked after safely.

We will continue to try and contact the parents or carers but if the child is not collected by the end of the extended day activities the person responsible for the activity will begin to call the emergency numbers for this child.

If there is no response from the parents' or carers' contact numbers, or the emergency numbers when the premises are closing, (school closes at 6.00pm) the person caring for the child will contact the Social Care Duty Officer and, if possible, the Head of the Department and Head Teacher. 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.

#### **Staff Induction**

All new members of staff receive a thorough induction into the school's expectations of the appropriate levels of pupil supervision. The procedure for a missing child is explained and the understanding that no child is to be left unsupervised at any time.

All new members of staff sign to say that have read and understood the policies and procedures outlined in the staff handbook in the staff portal and there is an opportunity for questions to be answered.