



DANESHILL SCHOOL

PUPIL SUPERVISION AND MISSING CHILD

POLICY

This policy applies to all parts of Daneshill School including the Early Years Foundation Scheme.

Updated: September 2022
Review: September 2023

PUPILS' ARRIVAL AND DEPARTURE

Pupils may arrive at school from 8.00am, and are expected to go home by 6.00pm unless they are staying late for a function. Pupils are not allowed on site without supervision. At least one member of the teaching staff is always present on duty in order to supervise pupils whenever they are in the school within or 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 after school duties. Pupils are able to call on a member of staff at any time if necessary.

The main duty times are:

- Early Bird duty (8.00am - 8.30am)
- Break duty
- Lunch-time duty
- After-school duty (3.30pm - 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 PE Department supervise pupils on both home and away matches.

EARLY BIRD

This duty begins at 8:00am. They supervise children from Year 1 – Year 6 who arrive from 8:00am until 8:30am.

Staff should greet pupils and parents as they arrive at the door. Children are expected to sit calmly in the Dining Room with a book. The duty teacher releases them at 8:30am.

Children who arrive after 8:30am go straight to their classrooms. Children should register with their tutors by 8:40am. Registration is taken again at 8:55am to ensure all children are present. If children arrive after 9:00am they should 'sign in' at the office.

BREAK DUTY

Many behavioural problems/incidents occur at break times and so staff are expected to adhere to the following guidelines. They are not exhaustive and staff should be always be vigilant and use their professional judgment: All staff should consider themselves on duty at break times and act when they see that intervention and support are required.

- Be out on duty as soon as possible. Any delay should be due to an emergency and a pupil should be sent with a cover message to the staffroom or office.
- Please ensure cover is in place before leaving your duty.
- Be vigilant, patrol the entire area and supervise as much as possible. The purpose of your duty is to ensure all children have a happy and safe break time. Try to avoid playing or chatting with one small group.
- Aim to stand near the 'hot spots' where a large number of children are congregated.
- All children must stay within sight of the duty staff.
- Children of different ages can mix at break times but ensure it is in line with the ethos of the school and that all children involved are happy to be in each other's company.

- Staff should enforce our break rules: wear wellies on the grass, stay on your feet and keep your hands to yourself.
- Duty does not end until all equipment is put away and the children have returned to their classrooms.
- Equipment must be put away in the black container by the tennis courts.
- Should staff be away from school on an excursion, they are responsible for organising cover for their break duty.

WET WEATHER BREAK

Whenever possible the children are encouraged to play outside in the fresh air.

When duty staff feel the weather is too bad they should first check the whiteboard at the bottom of the main staircase where wet break time is indicated before otherwise consulting with the Deputy Head.

During wet break, pupils remain in their form rooms and Year 7&8 children act as monitors.

Duty staff are required to patrol the rooms and check on pupils.

REGISTRATION (as per the Registration Policy)

- No child should be on-site before 8am. Before 8am, parents are entirely responsible for their children.
- Any pupil on-site between 8am and 8.30am must attend 'Early Bird' in the dining hall and be registered on the Early Bird register. Year 8 pupils (only) are then allowed to work quietly in the Music Tech room.
- All tutors must be in their registration classrooms by 8.25am.
- Morning registration takes place between 8.30am and 9am (at 8.40am and 8.55pm). All tutors keep their registers during this half an hour and any child arriving at school between 8.30am and 9am should register with them. At 9am, registers will be checked by the office with any unexplained absences. If the tutor has already been informed by the parent or office as to the reason for the absence, the relevant code should be entered by the tutor. Tutors should not rely on the other children in the group to explain absences. Children attending morning clubs should either be sent back briefly for registration with their tutor or the club teacher should take a register and hand it to the School Secretary at 9am. If a child is usually involved in a morning club and has not returned to be registered, the tutor should still leave the register blank for that child and allow the School Secretary to fill in the code once attendance at the club has been confirmed. At 9.00am, the School Secretary will chase up all unexplained absences (unaccounted for) children, fill in the codes and send a whole staff email with a list of absent children and the reasons.
- If it has not been possible to make contact with each child's contacts the school office should inform the DSL and Head who should then in turn contact the local Hampshire Police on 08450454545 by 12.00. The office should continue to attempt contact during this period.

Afternoon registration takes place at 12:25pm

- Nursery to Year 2 are registered in their classrooms.

- Years 3 to 8 are registered in form rooms or teaching rooms by tutors/the members of staff teaching
- Any member of staff leading a school trip or driving a minibus to a sports fixture during school hours (between 8am and 5pm) is responsible for giving a list of all participants (and the vehicle(s) they are travelling in) to The School Office in the school office, just before departure. In the event of a fire/fire drill, The School Office will bring all registers and trip lists out to the meeting point to ensure we have an accurate record of who is on-site. The School Office will also have a record of any individual children who have left the school site between registration periods e.g. for a medical appointment.
- Registers should be in the school office at all times other than the registration periods.
- Lunch break should end at 1.55pm to allow children to change shoes, collect their books etc. so that lessons can begin at 2pm.
- It is also expected that staff remain vigilant at all times during the school day. An informal, verbal register should be taken during every lesson and any unexplained absences investigated.

WHERE A CHILD HAS BEEN MISSING FROM EDUCATION FOR MORE THAN TEN DAYS THE DSL MUST REFER THIS TO CHILDREN'S SERVICES.

PICK UP

Teachers seeing children home must ensure that they have been delivered to the teacher on duty or collected by a parent or designated person. Parents are expected to put changes of personnel collecting their child in writing. If for whatever reason the teacher on door duty is unsure or uncomfortable handing a child over to someone then they must point the individual in the direction of the School office.

The Nursery finishes at 12 noon unless children are staying for the afternoon, in which case they will finish at 3.30pm. Nursery children can also stay for lunch and be picked up at 12.30. In the afternoons no parent should arrive at the School before 3:20pm to pick up their child. Children in the Nursery (if applicable), Reception, Year 1 and Year 2 should be collected from their form rooms at 3:30pm. Any child not collected by 3:40pm will be taken to the Pre Prep Crèche.

Children in Years 3-6 should be collected from the Dining Room at 4:00pm. If the children have not been picked up by 4:10pm they will be taken to Homework Club/prep creche.

Year 7&8 children are collected from the head's house at 5pm (except on Wednesdays when they are dismissed by Games staff)

Late club runs from 5pm to 6pm and all children must be off-site by 6pm.

END OF TERM

End of term procedures will be highlighted each term. As a general rule staff are expected to remain at School for the remainder of the last day of term to organise their classrooms for the next term.

MEDICAL SUPPORT

Our school secretary (Mrs Moncrief) 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. We always make sure that a qualified paediatric first aider is on duty whilst our Nursery children are in school. First aid boxes are in all potentially high risk areas, as well as in the School Office. The School secretary regularly checks and replenishes the first aid boxes and updates and circulates the Pupil Medical Information List. Pupils most at risk are also highlighted on the staff room notice board.

SUPERVISION WHILST TRAVELLING TO AND FROM SCHOOL

Parents are responsible for ensuring that their children travel safely to and from school. Pupils are not supervised by a member of staff when travelling on the school buses; but are expected to behave responsibly. We would always investigate complaints about poor behaviour.

SUPERVISION DURING EDUCATIONAL VISITS

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

UNSUPERVISED ACCESS BY PUPILS

Pupils are not allowed into the swimming pool without a qualified member of staff in charge, nor are they 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 swimming pool and the science laboratories. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities.

Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school. **Clear signs are displayed.**

EYFS PUPILS

Additional (to this policy) supervision guidelines for EYFS are outlined in the EYFS supervision policy (12d) and the EYFS off and on site risk assessments folder (16d).

EYFS RATIOS – BEFORE AND AFTER SCHOOL

- No EYFS child (Nursery or Reception) should be in early bird or arrive at their classroom before 8.25am.
- No Nursery child should be involved in an after-school club and Reception children can only start after-school clubs in January (as long as the numbers registered for the club are 30 or below and the club is run by a suitably qualified adult).
- Nursery children should be collected at 3.30pm. If any Nursery child is not collected by 3.45pm they will remain in the Nursery and parents will be contacted via the school office. Nursery staff will remain with the child until parents arrive to collect but any collection after 3.30pm should be for exceptional and unforeseen circumstances.

- Reception children (who are not collected at 3.30pm) will join the pre-prep crèche until 4.15pm and then the prep crèche/homework club/late club from 4.15pm to 6pm. All children must be off-site by 6pm. Members of staff involved in these after school care arrangements must monitor the number of children. If the staff:pupil ratio goes above 25 (30 is the maximum) and there are Reception children present, the member of staff must contact the school office to arrange for another member of staff to support them.

SECURITY, ACCESS CONTROL AND WORKPLACE SAFETY

Our policy: "Security, Access Control Workplace Safety and Lone Working" describes the arrangements for safety of the entire school.

STAFF INDUCTION

All new members of the teaching staff receive a thorough induction into the school's expectations of the appropriate levels of pupil supervision. Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside normal lesson times, and is available in the staff handbook.

MISSING CHILD PROCEDURE

1. All members of staff are responsible for noticing any unexplained absences from a class/group for which they are responsible for any given lesson/period of time, both in and out of the school. They should enquire about this absence until they are entirely satisfied that it is an authorised absence which needs no further enquiry.
2. If it becomes apparent that a child is absent without explanation then the member(s) of staff who realised a child is missing should conduct a thorough search of the most immediate and likely areas where the child might be located. They must also send a message to the school office alerting The School Office of the situation (who will then inform members of the senior management) and requesting any necessary cover for their class/group.
3. If the initial search is unsuccessful then other members of staff will be asked to assist in an organized and thorough search of all buildings and fields within school grounds as well as the lanes and roads surrounding the school.
4. If the second stage of the search is unsuccessful then the search will continue whilst parents will be called and informed as to what had happened and be asked to come to school. If they could not enlighten us as to whether the child may have been taken we would call the police.
5. When the situation is resolved a detailed entry will be made in the incident book.

PROCEDURE IF A CHILD IS NOT COLLECTED

Lunchtime collection for Nursery children:

- If a child in the Nursery, who is only attending a morning session, has not been collected by 12:15pm the parents are telephoned.
- If they cannot be contacted via mobile telephone the emergency contact number is rung and the child can be collected by this designated person.
- While awaiting their arrival we will take the child to lunch.

The latest times that a child should be at school are as follows:

- Nursery – 3.45pm
- Reception to Year 8 – 6.00pm

Nursery procedures are stated above. For all other children, the member of staff on duty/in charge of the child(ren) should take all of the children in their care to the school office at 6.05pm and phone all contact numbers to find out the reason for the late pick-up. They should then stay with the children until they have all been collected. If the child's contacts are not responding, in the event of an emergency or if there is a problem with the pick-up, the member of staff should contact the Deputy Head or, failing that, a member of SLT.