



## Supervision of Children Policy & Procedures including Children Missing or Absent from School and Non-collection of Children

Date	Review Date	Headmistress	Proprietor
September 2023	September 2026	Zoe Sylvester	Brian Berkery

### INTRODUCTION

This policy should be read alongside all the Broadhurst School's policies and procedures especially with regard to the EYFS and to the overarching Safeguarding and Staff Behaviour Code of Conduct Policy and Procedures. This policy is also linked to the following: Behaviour Management Policy, Educational Visits Policy, Equal Opportunities for Children, Fire Safety and Evacuation Policy and Procedure, First Aid Policy and Medicines Procedure, Health and Safety Policy inc. Risk Assessment Policy, Intimate Care and Nappy Changing Policy, Special Educational Needs and Disability Policy, Site Security and Visitor Protocol.

Broadhurst School takes seriously its responsibility to ensure that all children are safe in school and on school activities or trips and recognises its duty to provide an environment where children are well supervised and the utmost care is given to their health and safety.

It is very important, in the interest of safety and for the positive ethos of the school, that an effective policy for the supervision of children is in place. This policy also sets out our procedures for dealing with the unlikely event of a child going missing. The school is responsible for minimising the risk of missing children and acting appropriately in the event that a child is identified as missing. Supervision of children takes into account the age of children, any additional needs of the children and the activities in which they are engaged.

All staff have a duty to ensure they promote good and acceptable behaviour as set out in the Broadhurst School Behaviour Management Policy. Staff are expected to be vigilant around school at all times, helping to create an environment which encourages and reinforces good behavior, care and respect for others. Staff take a collective responsibility for the safe care and supervision of all children. A member of the Senior Management Team remains on the school premises until all children have been collected.

### AIMS

- To ensure the safety of pupils whilst they are in the school's care.

- To take all necessary steps to safeguard and promote the welfare of our children.
- To ensure that children are accounted for at all times when they are in our care, including educational visits.

## LEGISLATION

- section 436A of the Education Act 1996 (added by section 4 of the Education and Inspections Act 2006)
- Education Act 1996 (section 7, 8, 14 and 19)
- Education and Inspections Act 2006 (section 4 and 38)
- Education (Pupil Registration) (England) Regulations 2006
- Education (Pupil Registration) (Amendment) (England) Regulations 2016

Although the above legislation focuses on children of compulsory school age \*, we follow the guidelines and statutory regulations to ensure all the children who attend our school do not go missing.

*\*Children are of "compulsory school age" on the 1st January, 1st April or 1st September following their 5th birthday. Children becoming 5 years old between 1st January and 31st March are of compulsory school age at the beginning of the term after 1st April.*

### Adult: Child Ratios

#### For children aged two:

- there must be at least one member of staff for every five children
- at least one member of staff must hold an approved level 3 qualification
- at least half of all other staff must hold an approved level 2 qualification

#### For children aged three and over in registered early years provision where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another approved level 6 qualification, is working directly with the children

- there must be at least one member of staff for every 13 children
- at least one other member of staff must hold an approved level 3 qualification

#### For children aged three and over in independent schools (including in nursery classes in free schools and academies), where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another approved level 6 qualification, an instructor, or another suitably qualified overseas trained teacher, is working directly with the children:

- for classes where the majority of children will reach the age of five or older within the school year, there must be at least one member of staff for every 30 children
- for all other classes there must be at least one member of staff for every 13 children
- at least one other member of staff must hold an approved level 3 qualification

#### For children aged three and over in independent schools (including in nursery classes in academies), where there is no person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another approved level 6 qualification, no instructor, and no suitably qualified overseas trained teacher, working directly with the children:

- there must be at least one member of staff for every eight children
- at least one member of staff must hold an approved level 3 qualification

- at least half of all other staff must hold an approved level 2 qualification

For Reception: The ratio is 1:13 if a qualified teacher or 'EYFS instructor' present or 1:8 with the adult being at least level 3 qualified and at least half of all other staff must hold a full and relevant level 2 qualification. For Reception it is also possible to have 1:30 if the majority of children are rising 5 or older with a qualified teacher or 'EYFS instructor' present.

## **PREVENTION AND RISK MITIGATION PROCEDURES**

### **Registration**

Our children are registered by their class teacher on our school management information system. To prevent a child going missing, we ask parents to email or phone the school office by 9:30am on the first day of their child's absence. If we do not hear from the parents by this time, a call will be made to parents for us to ascertain the reason for their child's non-attendance. Registers for previous years are stored safely.

### **Out of the classroom**

Children are supervised at all times, whether in the classroom, toilets, corridors, stairwells or in the garden, where due regard to this policy is made to ensure appropriate levels of supervision at all times.

Pre Nursery children are accompanied and supervised when going to the toilet. Nursery children may attend the toilet independently within sight and/or hearing. Children are supervised when in a corridor, for example, getting their coat for the garden. Children are accompanied when going up or down stairs, for example, going to the garden.

### **Collection**

At the end of the school day, session or prearranged time, children are only allowed to leave the school premises if their parent or an adult approved by their parents has come to collect them. Parents are required to inform the school office of the names of any other adult that may collect their child from school. If another person is asked to collect a child, the parents must inform the school and they must be 16 years of age or over. If an adult who is not due arrives to collect a child, the parents must be called before allowing the child to leave the school premises. If no approved adult arrives at the expected time, the child will be supervised whilst enquiries are made and until they are collected (see procedure below).

The school doors are never open during the day except at the beginning and end of sessions when doors/entrances are supervised, at all times, by a member of staff. Children are not allowed to leave the school premises by themselves. It is the responsibility of staff to ensure that children remain safe. Any visitors to the school must sign in/out at the school office, when arriving and leaving (see Visitor and Site Security Policy).

### **Trips**

When there is a trip off the school premises, it is the responsibility of the staff taking the trip to ensure that a register is taken and regular head counts made. When on trips, staff implement strategies to maximize the safety and security of the children in accordance with the Broadhurst School Educational Trips Policy, including risk assessments. Contact details for parents/carers, especially mobile phone numbers in the case of emergency, are updated regularly. The level of supervision must realistically reflect the purpose, location and nature of the visit, the age and

maturity of the children and any special needs. The risk assessment must include consideration of adult to child ratios.

## **NON-COLLECTED CHILDREN PROCEDURE**

The following procedures are to be used in circumstances where:

- children are collected late
- children are not collected
- there are concerns about a parent/carer's ability to offer safe care, because they are under the influence of alcohol/drugs or there are concerns about their mental health state

In the event of a child not being collected from the school at the end of their session or an appointed time, the following procedures will be followed:

1. The school secretary/office member of staff will use the contact details of the child to locate parents.
2. In the event that a child is not collected from the school by an authorised adult and no contact has been established with the parents/carers within thirty to forty-five minutes of the usual collection time, the school will follow its child protection procedures, i.e. police will be informed and a safeguarding referral to the children's services will be made.
3. Continuing efforts will be made to contact the parents or a carer using the contact details for the child or any other contacts given by the parent.
4. The child will remain in the care of a member of staff at all times.
5. The school secretary will keep a record of any child who has been collected late. If the lateness persists with no plausible reason, the matter maybe dealt with as a child protection issue of neglect.

Some areas of the school are out of bounds for children unless supervised by a member of staff. These include, but are not limited to, stairways, the staff room, the school office and Headmistress' office. At times, some areas of the school may be restricted because they are hazardous.

Parents must see their child safely into school, firstly waiting with them outside until the school doors open. Parents should accompany their child into school and wait with them until a member of staff acknowledges their arrival and responsibility is handed over. This will either be at a front entrance, side gate or at the classroom door.

Parents can choose to allow another parent to bring their child into school, from their cars. At home time in Pre-Nursery, parents must collect children from their classrooms. Children will be passed over to their parent or carer. In Nursery, parents will collect their child from one of the front entrances or the side gate. Any child whose parents/carers do not arrive on time will be supervised by their class teacher until such time as they are picked up or the non-collection of children procedure is put into action.

## **MISSING CHILDREN IN SCHOOL PROCEDURE**

In the unlikely event that a child goes missing the following procedures will be followed:

- one member of staff should carry out a head count to check and establish which child is missing

- inform the Headmistress, or another senior member of staff in her absence, of the situation
- the senior member of staff present will ensure all staff maintain the safety and well-being of other children present
- information with regards to the child's last sighting and potential whereabouts to be gathered
- a systematic search of the school building will be coordinated by a senior member of staff leading the operation
- all available staff will check grounds and rooms to ensure the child has not hidden or been trapped anywhere within the boundary, in particular toilets, cupboards or other areas of a size capable of hiding a child. This search should take no longer than 10 minutes
- enquiries may be made of any other adults in the vicinity
- if the child is not found after approximately ten minutes, the Headmistress or senior member of staff will endeavour to contact the parents of the missing child by telephone.
- If the parents can be contacted, they should be asked for any information of anywhere else their child may make his/her way to e.g. relatives, grandparents or friends. They should be advised that the school will be contacting the emergency services.
- if after approximately 15 minutes since the child went missing the Headmistress or Senior member of staff will contact the police.
- once police arrive all relevant information about the child will be given. The police will then take over the search
- staff must try to remember and write down any descriptions of what the child was wearing and any distinguishing features. If the missing child has any special medical or learning needs then these need to be noted, to be disclosed to police or other agencies
- a written record of the incident and any action taken should be made as soon after the incident as practicable and placed in the pupil's confidential record

## **MISSING CHILDREN ON A TRIP PROCEDURE**

In the event of a member of staff fearing that a child has gone missing while off school premises:

- the Group Leader must ensure the safety of remaining pupils
- one or more adults should immediately start searching for the child.
- the Group Leader should contact school to alert them
- if the child is not found within around 10 minutes, the Group Leader must contact police by telephoning 999
- the Group Leader should then alert school that the police have been contacted and the School will make arrangements to notify parents
- the Group Leader will remain with the police to comfort the child when found and maintain regular contact with the school
- When the child is found:
  - two members of staff will care for and talk with the child, bearing in mind that he/she may be unaware of having done anything wrong or, alternatively, may also have been afraid and distressed and may now be in need of comfort

- other adults present will take the opportunity to speak to the remaining children to ensure that they understand that they must not leave their allocated adult and why
- After the incident:
  - the Headmistress will sensitively discuss with the child's parents the events surrounding the disappearance of the child.
  - liability should not be discussed until the incident has been fully investigated
  - staff and parents should be asked to refer any enquiries they have or any enquiries from the media, about the incident, to the Headmistress
- The investigation:
  - the key person/staff will write an incident report detailing:
    - the date and time of the report
    - what staff/children were doing in the group/outing
    - when the child was last seen in the group/outing
    - what has taken place in the group/outing since then
    - the time it is estimated that the child went missing
      - a conclusion is drawn as to how the breach of security happened
      - if the incident warrants a police investigation, all staff will cooperate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Social Care may be involved if it seems likely that there is a safeguarding children issue to address
      - the incident is reported under RIDDOR arrangements and is recorded in the accident/incident book; the local authority health and safety officer may want to investigate and will decide if there is a case for prosecution
      - the school's insurance company is informed

## **CHILDREN ABSENT OR MISSING IN EDUCATION (CME)**

It is important to monitor frequent absences from school as this could be an indicator or warning of a range of safeguarding concerns.

There are many circumstances where a child may become missing from education, so it is vital that the School and local authorities make judgements on a case-by-case basis. Although not exhaustive, the list below presents some of the circumstances that the School and local authorities should consider when establishing their CME policies and procedures:

### **Pupils at risk of harm/neglect**

Children may be absent or missing from education because they are suffering from abuse or neglect. Where this is suspected, schools should follow local child protection procedures. However, if a child is in immediate danger or at risk of harm, a referral should be made immediately to children's social care (and the police if appropriate). Local authority officers responsible for CME should check that a referral has been made and, if not, they should alert children's social care. The Department's statutory guidance *Keeping children safe in education* provides further advice for schools and colleges on safeguarding children.

### **Children of Gypsy, Roma and Traveller (GRT) families**

Research has shown that many children from these families can become disengaged from education. Although many are settled, some GRT families move regularly and their children can be at increased risk of missing education. Local authority Traveller Education Support Services

(TESS), where these exist, or the named CME officer within the local authority, can advise schools on the best strategies for ensuring the minimum disruption to GRT pupils' education, for example dual registration with other schools or the provision of electronic or distance learning packages where these are available.

**Children of Service Personnel**

Families of members of the Armed Forces are likely to move frequently – both in the UK and overseas and often at short notice. Schools and local authorities should contact the MoD Children's Education Advisory Service (CEAS) on 01980 618244 for advice on making arrangements to ensure continuity of education for those children when the family moves.

**Missing children and runaways**

Children who go missing or run away from home or care may be in serious danger and are vulnerable to crime, sexual exploitation or abduction as well as missing education. Further sources of information about missing children are listed at the back of this document.

**Children who cease to attend a school**

There are many reasons why a child stops attending a School. It could be because the parent chooses to home educate their child. However, where the reason for a child who has stopped attending a school is not known, the School and local authority should investigate the case and satisfy itself that the child is receiving suitable education.

**Children of new migrant families**

Children of new migrant families may not have yet settled into a fixed address or may have arrived into a local authority area without the authority becoming aware, therefore increasing the risk of the child missing education.

<b>Headmistress:</b>		<b>Date:</b>	
----------------------	--	--------------	--