

Believe • Persevere • Succeed

Care and Supervision Policy

This policy is applicable to all Governors, Staff, Volunteers, Visitors, External suppliers and hirers, as well as pupils (including EYFS pupils), and parents

Statement of Intention

We are committed to fostering an environment that promotes **our vision** 'To continue to be recognised as a leading prep school for girls, providing unforgettable learning experiences which inspire our girls to **Believe** in themselves, to **Persevere** and **Succeed** in all they do'.

Our policies are designed to support the diverse needs of all our pupils, our staff, and our community. This policy and its procedures have been developed with due regard for our duties and obligations, for the safeguarding and wellbeing of all our pupils.

Principles of the policy

This policy sets out the school's expectations for whole school practice including Early Years and Out of School and the responsibilities of different staff in contributing to an outstanding learning environment. Staff will be familiar with the policy through termly INSET meetings, as part of the safeguarding updates and in weekly briefings where necessary. This policy will be formally reviewed each year by the Headteacher and updated as an ongoing process as required. The policy will be reviewed by the Safeguarding Governor on an annual basis.

Objectives of the policy

The objective of this policy is to ensure that all pupils are provided with a safe, supportive, and well-supervised school environment. It aims to establish clear guidelines and responsibilities for staff in relation to the care and supervision of pupils, both during structured learning and activities and unstructured times such as break, lunch, and transitions. The policy seeks to promote pupil wellbeing, safeguard against potential risks, and uphold the school's commitment to high standards of pastoral care.



Bowdon Preparatory
School for Girls

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Introduction

It is a duty of Bowdon Preparatory School to provide appropriate supervision for the children in its care. The 'duty of care' places a specific responsibility on the Headteacher as overall manager in 'loco parentis', to ensure supervision procedures are in place. The supervision policy contains information on the care and supervision of pupils for teaching and non-teaching staff at Bowdon Preparatory School. Information contained here appears in other policies and documents such as the Behaviour Policy, Trips and Activities Policy, Guidelines for Helpers in School and Staff Code of Conduct Policy.

Teachers must be in school by and from 8.30am. Each Phase Leader is responsible for parent helpers and volunteers in their phase. All volunteers receive a full induction including a Code of Conduct which they must agree to and sign on induction. This emphasises the appropriate procedures that are in place when working with children in class, in small groups, and more specifically in a 1-1 situation.

Staff are responsible for always maintaining the required level of children's behaviour with due regard to the 'Safer Working Practice in Education (2007)' document which is available on TEAMS. They should also be aware of the Safeguarding and related policies. Staff must seek medical advice if they are taking medication which may affect their ability to care for children and must inform the Bursar. Any staff medication will be securely stored at all times.

Supervision of pupils

Travelling to and from school

Pupils in Year 6 may walk to and from school unsupervised with parental consent. The school is not responsible for the supervision of pupils travelling to and from school. Parents are asked to write to the school and to formally provide full details of when their daughter will walk to and from school independently, and to update the school, as appropriate, if there are any changes. Permission from the school's perspective will only be given for pupils to walk home at 3.45pm in the Autumn and Spring terms (NOT at 4.45pm or 5.00pm following an after-school club or activity). Y6 pupils are then given greater independence in the summer term, in preparation for the transition to secondary school.

Early Morning Activities

We ensure all pupils in school are registered and staffing levels are compliant with statutory requirements and relevant risk assessments.

Club/ Activity	Entrance	Time	Details
Wrap-around Care (Activate)	Pupil	From 7.30am	Parents sign in child in entrance and hand over to staff
Rise and Shine (KG & Rec) (Activate)	Pupil	8.20am – 8.35am	Parents must supervise children until 8.20am. Register is taken. The staff member in charge must add the child's name to the register if it is absent from the list.
Wake up, Shake up (Y1,2,3)	Main	8.20am – 8.35am	
Work Out (Y4,5,6)	Main	8.20am – 8.35am	
Study Club (Year 5)	Main	8.00am	Teacher(s) in charge register pupils
Music lessons (Y1-6)	Main	As arranged	Peripatetic teacher has register

Morning Clubs from 8.20am (Rise and Shine, Wake up Shake up, Work out)

All children are signed in by a parent (or with parental supervision in the case of Prep girls)

Kindergarten and Reception pupils are supervised in the dining hall with Activate until collected by a Kindergarten or Reception Class Teacher or Teaching Assistant.

Year 1 and 2 pupils are dismissed at 8.40am (Teaching Assistant support to the classrooms) and Years 3 – 6 are dismissed at 8.35am and make their own way to their form rooms. All teaching staff are in classrooms from 8.35am and staff are on hand in school to support pupils as necessary.

Before the school year begins, parents are notified of the start of the school day, which is 8.40am.

Prep: Parents are reminded (via Bulletin/Welcome Booklets) that there is no supervision on the school premises prior to this time and that parents should supervise their children at all times until teachers arrive at 8.35am to open the Prep/Pupil Entrance door.

Pre-Prep: Parents are reminded (via Bulletin/Welcome Booklets) that there is no supervision on the school premises prior to this time and that parents should supervise their children at all times until teachers arrive at 8.40am at the appropriate door.

EYFS: Parents are reminded (via Bulletin) that there is no supervision on the school premises prior to this time and that parents should supervise their children at all times until teachers arrives at 8.40am to open the Early Years entrance door.

Any child from Y1-6 arriving after 8.45am must go to their class via the office. Late arrivals and early departures at school are recorded in the office. Parents are requested to use the main

entrance to access the school office. Some children, receiving music tuition and pupils who are children of staff working at the school will be an exception to this rule – these pupils are the responsibility of the member of staff teaching the pupil. Staff's own children will be the responsibility of their parent if they are on school premises before the start of the school day, after school or during the holidays.

The responsibility to ensure that a pupil attends school regularly is that of the parents or guardian. Contact telephone numbers and addresses for all parents are on the MIS (Engage). We remind parents that if they delegate the responsibility of supervision to another adult, then it is the responsibility of the parent to ensure that they are fully satisfied with the level of supervision. Any voluntary groups or individuals taking responsibility for the supervision of children other than their own must still adhere to this policy.

For Years 1-6, registration takes place between 8.40am and 8.50am and exterior doors are closed for security at 8.45am (EYFS Entrance closes at 8.50am). It is the duty of all staff to ensure that all doors are closed on time. Girls arriving after 8.50am are marked late for registration. After 9am they are marked in the register as 'late'. When a child is absent, parents are requested to inform the school of the reason for absence and parents will be contacted if no reason has been provided. If the parent cannot be contacted, the school will endeavour to ensure the family's well-being by calling the other named contacts.

Playground Gate Procedures

Entrance gates to the playground area remain locked throughout the day until 3.45pm, when they are opened for pupils as they exit. Anyone wishing to gain entry to the school site must report to the school office.

Door Procedures

All external doors remain closed throughout the day apart from the sports hall door, which provides access at lunchtimes and playtimes. This ensures a secure building at all times. This is paramount to our safeguarding procedures. All staff have cards to operate electronic door closures. Pupils are all 'trained' so they can exit in the case of an emergency. There are termly reminders in assemblies which is reinforced by class teachers.

Lesson time

Children are supervised at all times by their Form or Class Teacher and/or Teaching Assistants, even when working on independent tasks in other areas of school. Staff are responsible for the safe care and supervision of tools, furniture and resources in the classroom in line with Health and Safety Policy. Some children will work in small groups with a teaching or learning support assistant. Children in Kindergarten – Year 2 should be collected by their TA from the classroom and accompanied on their return. Children should wait until it is appropriate to return into the classroom. Where children are involved in 1-1 support, this must take place in a visible area to other members of staff. Prep children can make their way to their next lesson, to clubs and music sessions under the direction of their class teacher.

Moving around school

Children should not be permitted to freely use the building without permission from a member of staff. They must walk at all times. Staff should keep central areas tidy and safe for pupil access. No pupil should be sent off-site on an errand on behalf of a teaching or non-teaching member of staff. However, children may be sent, if staff feel it is appropriate, on errands within school as part of their learning in “life skills”.

Toilets

Each class has access to a toilet area. Pupils are encouraged to wash their hands thoroughly after using the toilet. During lessons, children are allowed to go to the toilet. It is the responsibility of the teacher, that children who are going to the toilet do so sensibly and return to class in a timely manner.

Supervision at break time

A rota of staff on duty at break times is on TEAMS and shared via email to all staff at the start of the year. It is also displayed in the staff room and in the school office. Staff should then take their class out for playtimes until the member of staff on duty arrives. Children should not be left unsupervised inside or outside the building at any time. During wet breaks the following applies:

- Each class should be supervised by an adult
- Where classes are joined by a connecting door or adjacent to each other, two classes can be supervised by one adult (in line with the risk assessment)
- Activities and equipment should be age-appropriate
- Pupils should take part in activities which are safe and take place in a controlled manner.

Supervision at lunchtime

Before pupils go into the dining room, a Lunchtime Assistant (LTA) ensures children wash/sanitise their hands. Teachers, teaching assistants and lunch time assistants manage, support and supervise both inside and on the playgrounds. During inclement weather:

- Kindergarten pupils are supervised in class by the class teachers/ TA's/ LTA's
- Reception pupils may be merged into one classroom areas and supervised by staff
- Year 1 to 5 are supervised in their classrooms by LTA's
- Year 6 support supervision of Years 1 to 5 in the classrooms

Phase Leaders are responsible for ensuring adequate supervision and overseeing appropriate classroom activities.

Inclement weather - responsibilities

Parents are responsible for ensuring their children are suitably clothed for inclement weather. If the weather is unsuitable for children to play out, then break times take place in their classrooms.

It is the responsibility of the Class Teacher/Form Teacher to provide safe and appropriate resources for play, and the LTA/duty teacher will supervise the playtime.

Supervision during PE and Go Explore

Teachers should consider:

- the safety of apparatus/equipment
- the floor/ground condition
- the suitability of pupils' clothing and their own
- whether the activities are within the capabilities of the pupils

Supervision using tools and equipment

Tools and equipment used in school are child safe. Specific tools, such as knives and other technology equipment, must only be used by children with appropriate demonstration and through modelling, before use. Children must be monitored at all times. Children are not allowed in the school kitchen during the school day (and only with direct supervision for Baking Club).

Supervision after School

It is the responsibility of parents to arrange for their child to be picked up on time. Children may not leave the school building unless a responsible adult has arrived, or parental permission has been given for Year 6 pupils to go home on their own. In the event of any suspicious behaviour, or concerns raised (e.g. police report an incident), all children will have to be collected by a responsible adult from the school building. It is the responsibility of staff to supervise children until they are collected. Class teachers are responsible for the supervision of pupils for 5 minutes at the end of the school day. After this time the teacher will take the pupil to the school office and ensure that parents are contacted.

From time-to-time parents may request that their child is collected by another parent (who may not be on their authorised list), for example where children have parties or playdates. In these situations, the parents must inform the school by email or by speaking directly to a teacher/SLT member at the start of the day. Prep Pupils are given a blue slip which gives details and the name of the child they are going home with (in case another member of staff is showing them out i.e. after a club).

Teachers must NOT allow any child to go home with another parent unless they have seen the blue slip. If they are in any doubt the teacher should contact the parent directly and should not hand any child to another adult.

After School Activities

- Late Rooms: This facility is ONLY available for pupils who have siblings in the school or a brother of primary school age. Parents are requested to register their child for this facility at the start of the year and notify the school of any changes. The teacher in charge supervises

children until collection at/before 3.45pm. If a 4pm collection time is required, this is dealt with on a case-by-case basis.

- **Activate:** Children are taken into Activate by the class teacher who will check that they are booked into the facility. See below (Uncollected Children Policy) if they are not booked in.
- **After School Clubs:** All pupils should be handed over to the member of staff in charge of the club by the Class/Form Teacher. The teacher in charge of the club or activity will supervise pupils until they hand them over to parents at the end of the activity.

A member of the SLT is on duty each night after school, until 5pm (or at the latest 6pm), to support any clubs within school.

School Visits

Before school visits take place, visit leaders complete a school visits form which is subsequently checked and authorised by the Educational Visits Coordinator (EVC). The Bursar checks the risk assessments are thorough and the school visits check list has been completed. (See school visits protocol). Residential visits are checked by the Headteacher and Governors before visits go ahead.

Absence

It is the duty of parents to report absence for their child either by telephone or in writing (email). School has a duty to investigate any unexplained absence. (See Attendance Policy). Staff have a duty to report their own absence as soon as possible to the School Office and to their Phase Leader, via absence@bowdonprep.org.uk so that appropriate arrangements can be made for cover (please remember to mention all teaching responsibilities, as well as duties or clubs). All children in that class are supervised in the event that a supply/cover teacher is late arriving. Appropriate procedures are in place for vetting the suitability of supply staff (external supply staff are used rarely).

Illness and injury

Parents should not bring their children to school if they are ill. When a child appears to be too ill to remain in school, the Class/Form Teacher should inform a member of the administration or leadership team before arranging for the pupil to be sent home. Children who are sent home must be signed out. First-aid trained staff are on hand to deal with medical issues. If there is any concern, parents will be contacted where appropriate. Parents should make arrangements to collect or have their child collected from school. If a child has sickness and/or diarrhoea, then they must remain at home for 48 hours following the last episode (please see Infectious and Communicable Disease Policy). Any child with a verruca will still take part in all PE activities; footwear only needs to be worn if the child is experiencing pain.

Head Lice

It is the responsibility of parents to ensure that regular checks take place for head lice. Should staff have a concern about a child with head lice, then discreet arrangements will be made to contact parents. A letter will also be sent home to inform other families in that year group, so that suitable action can take place.

Children with additional or medical needs or disabilities

School liaises in partnership with parents and other agencies to ensure children's additional needs are met and that supervision is appropriate. Where necessary, care plans are in place, and all staff are fully informed of any changes and updates.

Collection of Children

Children must not leave the school site under any circumstances, unless taking part in a school event in which appropriate supervision procedure is in place. Parents must not take their children off site or permit others to remove children off site without informing school beforehand. Where there are Child Protection issues, staff are informed and vigilant, and additional actions are enforced.

It is the school's policy to only hand over a child to the parent or family member whom we personally know, or to someone who has been authorised in advance to collect a child by the parent or guardian. All parents are made aware of this policy and asked to personally introduce us to any other person who may be required to collect their child.

If, in the event of an emergency or some other incident whereby a child needs to be collected by someone we are not familiar with, then a clear procedure is followed: The parent is required to give the name and description of the authorised collector. The collector on arrival at the school must be aware of the unique password. If this person is unknown to the school, then they must have with them personal identification such as a driving licence or passport. Identification has to be shown before the child is allowed to leave.

If a member of staff is not entirely satisfied with the identification the school reserves the right not to hand over a child until a further check is made with the parent or guardian.

If, in exceptional circumstances, parents are delayed and likely to be late collecting their child at the end of the school day, the school office should be contacted. We are unable to have pupils on site and unsupervised. Activate, our before- and after- school club, is available for any parent likely to be delayed more than 5 minutes, and Activate staff can be contacted directly during working hours (7.30am to 6pm).

Bowdon Prep has the highest regard for the safety of the children in our care – from the moment they arrive to the moment that they leave.

- In the event a parent or carer does not arrive to collect their child, then the child will remain with the teacher who was dismissing them for 5 minutes.
- A check is made to make sure that the child shouldn't be at a club, in late rooms or in Activate.
- Take child to the office where a phone call will be made by office staff to parents/carers. Other emergency contact details available will be used where necessary in order to try to ascertain the cause for the delay, and how long it is likely to last. Messages will always be left on any answerphone requesting a prompt reply.

- Depending on the phone call response, the member of staff should remain with the child or take them to Late Rooms, to the Phase Leaders Office or to the Headteacher's Study.
- After 4pm, if space permits, the child will be placed in Activate, otherwise they will stay with a member of SLT.
- After 45 minutes, if the child has not been collected and contact cannot be made with parents (or an adult that the parents nominated as a responsible person), then this will be treated as a safeguarding issue, and the relevant authorities will be contacted.
- If a child has been uncollected at the end of the after-school care session (6pm) and if, after repeated attempts, no contact is made with the parent, carer or designated adult, and a further period of 30 minutes has elapsed, the Headteacher/DSL/Duty Staff will call the local social services department for advice.
- In the event of the social services being called and responsibility for the child being passed to a child protection agency, the Headteacher/DSL/Duty Staff will attempt to leave a further telephone message with the parent/carers or designated adults' answerphone. Furthermore, a note will be left on the door of the school's premises to reassure them of the child's safety and informing them of a suitable contact number.
- Under no circumstances will a child be taken to the home of a member of staff, or away from the school's premises unless absolutely necessary, in the course of waiting for them to be collected at the end of a session.
- Incidents of late collection will be recorded by the Headteacher and discussed with parents/carers at the earliest opportunity. Parents and carers will be informed that persistent late collection may result in the imposition of the withdrawal of the childcare facility.

All children attending after school clubs and activities (including Late Rooms) will need written parental permission. Any club must be supervised by a responsible adult who has appropriate DBS clearance. There should be a member of staff on site until all clubs have finished. It is the responsibility of parents to arrive on time to collect their child or to telephone immediately if they are going to be late. Appropriate risk assessments for any activity should be in place. The above procedure will be put in place for any children who are not collected from afterschool clubs.

Visitors to School Procedure

Visitors are welcome in our school, and we strive to make their experience happy and purposeful so that they will want to return. However, our first duty of care is to our pupils and staff, and so we have to be mindful of necessary processes that must be in place to safeguard those in our care. Staff and pupils are reminded of the practice embodied in our aims and ethos, and ensure that visitors to the school feel that relationships and day-to-day interactions are characterised by caring behaviours, courtesy and respect.

All staff should challenge any strangers on the premises and report to the school office if there is any concern. Notice of visitors and prospective parents to the site is (when known) displayed on the whiteboard in the Staff Room. The school checks identification of all unknown visitors to the school. Visitors are asked to wear an identification badge and sign in and out on the visitors' i-

pad, outside the office window. Any visitor who has not been DBS checked will be issued with a red visitor badge and be escorted by a member of staff at all times.

In order to safeguard pupils from visitors to the school who may have extreme or radical views the school will:

- Ensure all visitors to the school are carefully vetted and take immediate action if any individual or group is perceived to be attempting to influence members of the school community, either physically or electronically. Please also see our Visting Speaker Policy.
- 'Open source' check - any organisations which wish to have relationships with the school, particularly those in the voluntary sector.

Key definitions:

There are a wide range of different visitors to school – below are the main examples of visitors to our school:

- volunteers who carry out services in an unpaid capacity
- students who are carrying out activities as part of their unit of study
- individuals or groups who will be paid directly by the school (or by parents)

Visitors' roles

Visitors' services or activities must have a clear educational purpose, add value and relevance to pupil learning, complement the whole school program, and be undertaken in accordance with this policy. Support provided by visitors may include:

- enrichment and specialist support for pupils – for example, music, drama, foreign language tuition and sport
- Special Needs support from Educational Psychologist, Behaviour Support Team or Link Teacher
- Support for pupil health and wellbeing – for example, health professionals
- Governors and advisers/inspectors monitoring the work of the school.
- Maintenance work to the school (e.g. ICT support services, NPS, Fire Officer etc.)
- Classroom support from students (e.g. work experience, MMU, Trafford college students, Trainee teachers and parents on a voluntary basis)

Procedure to be followed

This framework provides guidance to ensure that visitors' participation is managed consistently and well, and understood by all participants, to ensure the greatest benefit to schools and visitors. All required procedures must be completed, and all relevant forms and agreements must be in place, before a visitor's activity or program commences.

The Process:

1. Visitors to classes for specific purposes of contribution to topics, relating experiences etc are to be encouraged and welcomed. In arranging such visits, teachers should consult with the Headteacher prior to finalising arrangements and should try to ensure that the visit causes minimum class/school disruption. (Enrichment Mapping and Onsite Planning form should be completed).
2. Visitors to the school must have had the relevant security checks e.g. Children's Barred List Check, or DBS checks, in line with their role and responsibilities in school. A record is kept in the Bursar's office. The school may seek suitability checks through social media or google.
3. The office must be made aware of any visits to the school. A visitor information pack is sent in advance of the visit.
4. By prior arrangement designated parking spaces are made available for visitors on the school car park; visitors who use these spaces are informed by the member of staff they are visiting that they are not allowed to drive on or off the premises between 8.20am to 9.15am and 3pm to 4pm.
5. All visitors must report to the main entrance and sign in the visitors' e-book, stating the nature of their visit and car registration; if they are unknown to the school, identification is checked prior to admission into the school. All visitors are required to sign in and to wear a visitor's badge; these have the school logo and are colour coded (green for DBS clearance and red if they must be escorted at all times).
6. If no DBS clearance is shown, for example as in the case of an interviewee, then a member of school staff is to escort the visitor at all times. Visitors with access to pupils are given a summary copy of the Safeguarding Policy
7. Whenever possible, contractors working in the school grounds are engaged to work outside school hours or outside term time. When this is not possible, all personnel are asked to prove a copy of DBS clearance and, if possible, they are kept away from children.
8. Insurance details of any contractors working within the school must be checked by the Bursar before commencing work on site. They must also have the necessary insurance cover for work in schools. Contractors must also be made aware of the school's asbestos record before work starts.
9. Contractors must ensure they liaise with the Bursar with regard to health and safety issues (e.g. where pupils will be working, walking etc and when). A risk assessment will be carried out to address levels of supervision required.
10. All visitors working with the children must be made aware of the school's confidentiality policy.
11. A member of staff, teacher or learning support assistant, would be present at any pupil related activity carried out by the visitor to ensure that relevant policies and procedures were followed.

12. All visitors must check out using the e-book/i-pad when leaving the school, in case a register has to be taken (e.g. fire drill). We also welcome any visitors' oral or written comments with regard to their welcome, the ethos of the school etc.

13. Any visitor not recognised by staff in school will be questioned and if necessary, calmly asked to leave.

Intruders

If an intruder comes onto the premises, then the office staff should be alerted immediately. The Headteacher and site manager should be contacted, and they will identify and assess the risks. The intruder will be questioned and escorted off the premises. The school will establish and maintain close liaison with the local police. Procedures are in place to enable the police to be called and to respond promptly when incidents occur. The school will work with the police to confirm the circumstances in which they will pursue a prosecution against an assailant. If a visitor turns up to talk to a member of staff without an appointment, then they should usually be sent away having been told to make an appointment. If in doubt, contact the Phase Leaders, Deputy Head or Headteacher. The visitor may leave appointment times with the office staff, who will pass these times onto the relevant staff member.

Visitors who display inappropriate behaviour

The office or a member of SLT should be alerted and the visitor should be escorted immediately to reception where help should be sought from a member of the SLT. If necessary, the police should be called. The incident should be recorded and the document sent/given to the Headteacher.

Contractors

Contractors include people engaged to perform work who are not directly employed by the school. In many instances work processes will be carried out near classrooms, playgrounds or other areas occupied by pupils or staff while the school is in operation. It is important that good lines of communication between the school and contractor are established before work commences to ensure that health and safety issues and supervision are appropriately managed.

Appropriate supervision is deemed to be where the work is either in an area which is constantly supervised or within eyesight of a member of the school's workforce, or where the work being carried out is physically cut off from the children by means of closed doors, fencing or gates. There should be no opportunity for children/young people to engage in conversation with a Contractor without being observed by another member of staff.

If the school is concerned with inappropriate activities being undertaken these should be raised immediately with the Contractor and the Headteacher. It is recommended that the Headteacher confirms receipt and understanding of the School's Safeguarding policy from the Contractor. It will be the responsibility of the School Premises Manager to ensure, in respect of contractors coming onto the school site, that he/she carefully monitors their activity to ensure that the policy is strictly adhered to. In all cases the Contractor should ensure that each employee has individually confirmed in writing that he/she has read and understood the School's Safeguarding

policy by signing the e-register/book (i-pad) when visiting the school. A copy of the confirmation should be kept by the Contractor with the employee's records. The Contractor should also ensure that each employee has identification including the company name and the employees' name.

Typical issues that will need to be discussed with contractors prior to work starting include, for example:

- How will the work affect school activities e.g. use of heavy machinery on site, noise, dust?
- Contractors will need to sign the asbestos log before work commences.
- Safety arrangements the contractor will have in place.
- Vehicle & equipment movement in the school grounds.
- Timing of certain activities e.g. can it be done when students have left the grounds.
- Areas of the school that will be affected e.g. appropriate barricading of work areas.
- Maintenance of essential utility services (water, sewerage, electricity, telephone contact etc).
- Managing excessive noise, dust or fumes.
- Protocols for communicating between the school and contractor e.g. regular meetings.
- Hand-over process at the completion of the work.

Risk Assessment: visitors to the school

Hazards identified:

- Visitors driving onto the school car park at the beginning or end of the day, when children are arriving or leaving – potential safety issue
- Visitors entering the school grounds, including contractors employed by the school, who may not have DBS clearance – potential safeguarding and general security issues
- Visitors entering the school buildings, including contractors employed by the school, who may not have DBS clearance – potential safeguarding and general security issues

Risks assessed:

- Child protection, within the school grounds and buildings
- Child safety, within the school grounds and buildings
- Protection of confidential documentation held within the school
- Safety of property from theft or damage by unwanted visitors

Measures taken to reduce risks:

- Parents are not allowed to park in the school grounds; staff who do park there are not allowed to move their cars when children are coming out of school and must wait until there are no children or parents in the car park (usually after 4pm or between clubs leaving)
- 'No dogs' notices are prominently displayed in the school collection area, mainly for parents dropping off or collecting children; staff regularly check that no dogs are being brought onto the premises at the start or end of the day
- All entrance doors to the school are to be kept locked at all times during the school day
- Children are regularly reminded in form time, school assemblies and PSHEE lessons not to open any of the outside doors to anyone, even if they know who they are; they must ask a teacher or other member of staff
- Clear notices direct visitors to the main entrance door
- The school reserves the right to refuse entry or to terminate a visit at any time
- Any visitors on site who are not recognised and not wearing a BPS lanyard/green badge should be approached by a member of staff and escorted to the office for registration
- The reception staff member escorts the visitor to the person they have come to see
- Visitors are asked to return to reception before they leave the premises, to sign out

Missing Children Policy

This policy sets out the school's expectations for whole school practice including Early Years and Out of School and the responsibilities of different staff in contributing to an outstanding learning environment. It should be read in conjunction with the following policies.

Child Protection and Safeguarding Policy

Health and Safety Policy

Early Years Policy

Care and Supervision Policy

PSHE Policy

Activate Handbook

Introduction

Making sure the pupils are present, accounted for and safe is a vital role of the staff at the school. Note: A child going missing from school or from home is a potential indicator of abuse or neglect. Staff should follow this procedure for dealing with children who go missing and refer to the Child Protection & Safeguarding Policy if appropriate.

Purpose and Aims of this Policy

The purpose of this policy is to give all staff, both teaching and non-teaching, a clear understanding of how to respond and who to inform should they discover a child is missing. The aims of this policy statement are to:

- provide a clear procedure which is understood and effectively implemented by all staff
- enable the missing child to be located as quickly as possible and given the appropriate level of safety and security commensurate with the pupil's age and emotional/behavioural maturity.

Procedures to ensure all pupils are present

Parents are responsible for making sure their children come to, and are delivered to, the school safely. On arrival, all pupils are registered. If a pupil is not present, the office staff will attempt to make immediate contact with the parents or carers of the pupil to establish the reason for the absence. Year 6 pupils may travel to school unaccompanied. Parents are asked to advise the school in writing if this is the case and the school will follow up on any non-appearance in the same way. Pupils are also registered before the start of the afternoon session to check that they are still in school. As well as these formal measures, staff will do informal checks on the class during the day, particularly if they are moving around, leaving the building or going on transport

Occasions when a child may go missing

Staff need to be mindful that a child can go missing at any time of the day. These times and examples of the occasions providing opportunities for a child to go missing are:

From an indoor lesson

This could occur when a child is allowed to leave the classroom unaccompanied by an adult and fails to return e.g.:

- to go to the toilet,
- to collect something from her bag in the cloakroom
- being sent to another class or teacher
- undertaking errands for the teacher.

From an outdoor lesson

This could occur when the class are outside the building with the children spread out and/or engaged in a variety of activities that make it is easy for a child to wonder away unnoticed. e.g.

- during games lessons on the playground or field
- during other outdoor lessons, (e.g. measuring parts of the building)
- at the beginning or end of outdoor lessons when children are getting changed or using the toilet, drinking fountains etc.

Travelling about the school

This could occur when the children are spread out and beyond the teacher's direct total supervision. e.g.

- going to and from the hall or outdoors before and after a PE lesson,
- going to and from the hall before and after assembly
- going to and from the classroom at the beginning/end of lunch/break times

Other Times

These include:

- At the start of the school day when children are freely moving about the grounds and building to get to their cloakroom and classroom.
- At break and lunch times
- At the end of the school day when children and parents are freely moving about.

Upon Discovering a Child is Missing within school boundaries

It is important that the person discovering a child is missing knows what to do. What action is taken depends on who discovers the child is missing. Therefore, the following action should be taken by the following personnel.

Voluntary helpers will:

Notify immediately the class teacher. If the teacher is not available for whatever reason they must inform the classroom support staff if there is one, or, if there is not, the nearest available teacher. They should state

- the name of the child (if known) or a description of the child (if the child's name is not known to them)
- what the child was last seen doing and where
- how long since they last saw the child.

Thereafter they should assist with any organised search for the child as directed by the class teacher or the Headteacher.

Classroom Support Staff will:

Notify immediately the class teacher. If the teacher is not available for whatever reason they must inform the nearest available teacher. They should state

- the name of the child
- what she was last seen doing
- where, and how long since they last saw the child.

Thereafter they should assist with any organised search for the child or supervision of the rest of the class as directed by the class teacher or the Headteacher.

Lunchtime supervisors will:

Notify immediately a teacher, or the Phase Leader or Headteacher (whoever is found first). They should:

- state the name of the child (if known) or a description of the child (if the child's name is not known to them)
- what the child was last seen doing
- where they were last seen and how long since they last saw the child.

Thereafter they should assist with any organised search for the child or supervision of the rest of the children as directed by the Headteacher or Deputy Headteacher.

The Class Teacher will:

Conduct a search of the immediate surroundings,

Indoors

- in the classroom (looking under tables, work surfaces and other possible hiding places such as cupboards)
- adjacent work areas and classrooms
- nearby cloakrooms and toilets.

Outdoors

In the immediate area where the child was last seen including looking under bushes and up trees etc. [NB The teacher should quickly arrange for another adult (e.g. support staff or neighbouring teacher) to supervise their class while they conduct any search away from the class for which they are responsible].

If this initial search does not find the child the teacher shall begin a wider search of the school buildings and grounds including searching public areas in other parts of the school e.g. library areas, toilet and cloakroom areas, corridors, hall etc. (it is not necessary at this stage to search classrooms unless they are empty). The task of undertaking this search can be done either by the teacher personally or they can delegate this to a member of the support staff depending on the teacher's knowledge of the child including their emotional and behavioural characteristics.

At all times the rest of the class must be supervised by either the class teacher or a member of the support staff. If appropriate a neighbouring teacher can be asked to supervise the class (as well as their own) to enable both the teacher and the support staff to conduct the search.

If this search does not discover the missing child within a reasonable time (10 minutes) the teacher must inform the Headteacher (directly or via the school office) of the missing child and the facts surrounding the child's disappearance.

The Headteacher will:

Take charge of the situation. If satisfied that the class is adequately supervised the Headteacher will join the teacher (and support staff if applicable) in searching the school premises for the missing child directing the teacher (and others) where to search (e.g. while she searches externally, the teacher searches internally) Alternatively, the Headteacher may direct the teacher (or support staff) to return to their class in order to continue supervising the class and to be a familiar adult should the missing child return to their classroom. In this situation the Headteacher will continue the search alone or with other available adults.

The Headteacher will instruct the office to tannoy the child with a request to go immediately to the school office

When the Headteacher is satisfied that the child is not on the premises she will instruct the office staff to contact the child's parents and inform them of the situation and to enquire if the child has

returned home. If the child is at home the parents will be informed by telephone of the known facts surrounding the child going missing. If the child is not at home the Headteacher will, in consultation with the parents, begin a search outside of the school premises.

If the parents cannot be contacted at home the Headteacher (or other adults as directed by the Headteacher) will begin a search outside of the school's immediate premises. This may include a visit to the child's home if this is near the school.

If the child is not found within 30 minutes of the search beginning, the Headteacher (or other staff if so directed by the Headteacher) will inform the police and, as appropriate, the social services and the Chair of Governors, of the child's disappearance.

Thereafter the Headteacher will follow the instructions of the police regarding the continuation of the search for the child.

The Office staff will:

Inform the Headteacher of the missing child and then await further instructions. They will not take part in the search but will instead contact the child's parents when instructed by the Headteacher to do so and inform them of the situation and enquire if the child has returned home. They will then hand communication with the parents over to the Headteacher unless directed otherwise by the Headteacher. If the parents cannot be contacted the office staff will, if directed to do so by the Headteacher, telephone the police, social services and Chair of the school governors to inform them of the missing child and giving them such information as they may request.

The school staff, including the Headteacher, will then continue the search as directed by the police and the office staff will continue to try to contact the child's parents.

Response When a Child is Seen Leaving the Premises

1. Initial Response

- Alert Designated Safeguarding Lead (DSL) or senior staff member immediately. This may be done via walkie talkie to the school office or by reliable messenger
 - The office may need to locate a senior member of staff
- Gather and report details: who last saw the child, when, and in which direction they went
- DSL or SLT will attend the incident immediately
- Ensuring that remaining pupils are safe and supervised, staff may follow the child at a safe distance to maintain visual contact. Staff must:
 - not chase or restrain unless there's imminent danger
 - remain calm and non-threatening

2. Alerting Authorities

- If the child is not located quickly or is at risk, call 999 and report as missing. Provide:

- Name, age, physical description
- Clothing
- Last known location
- Any known risks (e.g. SEND, medical needs, history of absconding)
- Contact parents immediately

3. When the Child Returns

- Ensure the child is safe and well; provide support or first aid if needed
- The DSL or DDSL should speak with the child to understand why they left and assess any safeguarding concerns
- Document the conversation
- Consider a risk assessment or support plan (e.g. Early Help, counselling)

4. Record Keeping

- Staff involved will document the incident via CPOMS:
 - Time and place of absconding
 - Actions taken
 - Notifications made
 - Outcome and follow-up actions

5. Review and Prevention

The Headteacher will;

- Review the incident with staff and safeguarding team as a matter of urgency
- Update supervision procedures, risk assessments, or behaviour plans
- Implement preventive strategies (e.g. improved fencing, increased supervision, individual support plans).

6. External Agencies

- If concerns persist, consider a referral to Children's Social Care

School Outings and Trips - Missing Children Procedures

We aim at all times to keep children safe and secure whether on school premises or in our charge off site. We take all reasonable precautions to ensure the safety of the children. In the event that a child goes missing when on a school outing, we shall follow the procedures outlined below.

Outings are recorded in an outings record file stating:

- the date and time of outing
- the venue and mode of transport
- names of staff assigned to named children
- time of return

Staff take a list of children's contact details with parent/carer details, numbers and emergency numbers, a mobile phone as well as a mini first aid pack, a snack and water. The amount of equipment will vary and be consistent with the venue and the number of children as well as the length of time they will be out.

Missing child:

If a child goes missing from an outing where parents are not in attendance and responsible for their own child, this procedure is followed:

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray.
- One member of staff searches the immediate vicinity but does not search beyond that.
- The person in charge is informed, if s/he is not on the outing and makes his/her way to the venue to aid the search and be the point of contact for the police as well as support staff.
- Staff take the remaining children back to school.
- The Head contacts the child's parent who makes his/her way to the school or outing venue as agreed with the Head.
- The staff contact the police using the mobile phone and report the child as missing.
- In an indoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found.

The investigation

The Headteacher carries out a full investigation taking written statements from all staff present at the time, or who were on an outing.

The key person/ staff member writes an incident report detailing:

- the date and time of the report;

- what staff/ children were in the group or outing;
- when the child was last seen in the group/ outing;
- what has taken place in the group/outing since then; and
- 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 co-operate fully.

In this case, the police will handle all aspects of the investigation, including interviewing staff. Social Services may be involved if it seems likely that there is a child protection issue to address.

The incident is reported under RIDDOR agreements and is recorded in the incident book; the local authority health and safety officer may want to investigate and will decide if there is a case for prosecution.

Related policies

Safeguarding Policy

Health and Safety Policy

Early Years Policy

Equality, Diversity and Inclusion Policy

Activate Handbook

Infectious and Communicable Disease Policy

Trip and Outings Policy and Procedures

Risk Assessments

Positive Behaviour Policy

Guidelines for Helpers in School

Staff Code of Conduct Policy

Appendix

N/A

Policy Review and Dissemination

All members of staff and governors will receive a copy of this policy (via TEAMS link).

The policy will be available for parents on our website. A paper copy can be requested via the School Office office@bowdonprep.org.uk



Bowdon Preparatory
School for Girls

SLT member responsible	SMT & SH
Governor / Board Responsible	NT
Date of review	September 2025
Date of next review	Autumn Term 26

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