BLENHEIM SCHOOLS

Student Supervision & Lost & Missing Children Policy

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1 Introduction

1.1 Quinton House School takes seriously its responsibility to ensure that students are always supervised properly to ensure their safety while on school premises or on out of school visits. Staff who supervise are mindful of our Safeguarding and Child Protection Policy, Anti Bullying Policy, and our health and safety requirements. This policy applies to all year groups.

1.2 This policy applies to all children, including those in the early years.

2 Working Day

2.1 The school day is as follows:

2.2 The timetabled school day is as follows: 8:30am – 3:45pm for all age groups.

Nursery times are flexible in accordance with the arrangements agreed with parents.

There is extended provision from 8am – 8:30am and 3:45pm - 6pm.

3 Start of Day Arrangements

3.1 Preparatory students are permitted to be in school from 8:00am (7:45am if attending a co-curricular club). On arrival they are registered by the staff members on duty and are supervised in the Courtyard. Students may choose to eat breakfast as food is provided between 8:00am and 8:30am. Students are expected to be in school by 8:30am at the latest. Students are collected from the Courtyard by their class teacher at 8:30am and escorted to their classrooms where a class register is taken.

Senior Students are permitted to be in school from 7:45am (if attending a co-curricular club) and 8:00am if not attending a co-curricular club. Students arriving at 8:00am should wait in the Senior Conservatory or Sixth Form Library (sixth formers only). A member of staff is on duty to supervise from 8:00am. The students are registered by the staff member on duty prior to form time commencing at 8:30am. Students are expected to be in school by 8:30am at the latest. Students move to their form rooms at 8:25am (Sports Hall) and 8:28am (Main Hall) for registration. A register is taken by the Form Tutor at 8:40am.

3.2 Before school, the following supervision arrangements are in place: Senior School students are to attend Breakfast Club, which is held in the Senior Conservatory and Preparatory students are to attend Breakfast Club in the Courtyard.

3.3 For students arriving by bus, students should go direct to breakfast club in their relevant school or go direct to form time if the bus arrives on site between 8:25am – 8:30am. Bus drivers ensure that all students disembark safely and head towards Breakfast Club where a register is completed. A member of SLT is on duty each morning to ensure the safety of all students upon arrival.

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4 Break Time Arrangements

4.1 During break, the following arrangements are in place, Preparatory students (EYFS & KS1) are able to consume a snack provided by the school. Preparatory students in KS2 are permitted to eat a snack of their choice and all students are permitted to play outside in the playground.

Senior School students are able to consume a snack of their choice and use the tuck shop, held in Senior Conservatory, to acquire a breaktime snack.

4.2 During break, the following supervision arrangements are in place:

Senior Staff are placed onto a rota which spans the academic year. During breaktimes, staff will work in a chain of support and an individual staff member will be based at the following locations: Main Hall, Road Crossing, Senior Field and Sports Hall. In the Preparatory School, duty members are placed on the playground and inside the Courtyard.

Should the breaktime be deemed a wet/extreme cold break by the Senior Leadership Team, an email of confirmation will be sent to all staff and students will be informed to move to their next lesson and classroom. The Period 3 teacher will supervise their class until the start of the lesson. Senior Leaders and support staff will complete a supporting role in this instance to ensure all classrooms are supervised and staff are supported on an individual level. The wet break plan applies to both the Senior and Preparatory School.

5 Lunch Time Arrangements

5.1 During lunch in the Preparatory School, students are taken to lunch by their teacher when in EYFS and KS1. During this time, KS2 students are outside on the playground having free time. Students swap roles halfway through lunchtime. In the Senior School, specific year groups are invited to lunch at a specified time as allocated on the lunch rota which is produced annually and reviewed termly. Senior students, when not at lunch, are free to access the playing areas inside the boundaries of the school.

5.2 During lunchtime in the Preparatory School, the following supervision arrangements are in place: staff are placed on a specific duty location which includes the outside playground and Courtyard, where lunch is taken. In the Senior School, staff will work in a chain of support and an individual staff member will be based at the following locations: Main Hall, Road Crossing, Senior Field and Sports Hall. Additionally, a staff member will be on duty to manage the lunch queue and Conservatory.

Should the lunchtime be deemed a wet/extreme cold lunch by the Senior Leadership Team, an email of confirmation will be sent to all staff and students will be informed to move to their year group 'zone'/. The form tutors and Head of Phase will supervise their year group for the duration of the break on a rota system. Students and staff will eat lunch at their allocated time for their year group, ensuring that staff and students are catered for. All clubs and duties are suspended in this instance. Senior Leaders, middle leaders and non-tutors will complete a supporting role in this instance to ensure all 'zones' are supervised and staff are supported on

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an individual level. Students are registered at the start of the wet/cold lunch and following return from their lunch sitting.

6 End of School Day Arrangements

6.1 Students are expected to leave the premises by 4:00pm unless they are attending an after-school activity. No students may be in any other area of the school site unless under the direct supervision of an authorised adult.

In the Preparatory School, students are collected at 3:45pm by parents/guardians from the playground unless the students are due to attend a co-curricular club or homework club. Students are handed over to the parent/guardian/guardian by the class teacher. Students attending a co-curricular club or homework club are registered as present by the member of staff running the activity, then signed out to parents at the end of the session.

Senior School students are collected at 3:45pm by parents/guardians unless the students are due to attend a co-curricular club, homework club or are allowed to make their own way home. Students who go home on the school buses are supervised by a member of staff when embarking. Any Sixth Formers remaining on site will be under the supervision of the Director of Sixth Form. Any student not collected by 4:00pm is sent to H3 where they are supervised by the after-school care staff until collected. Students should be picked up from this provision before 5:00pm. Students attending after school clubs are registered by the teacher running the club. They are supervised by this member of staff throughout the activity. At the end of the activity, the member of staff will escort students to the area designated for continued supervision unless collected by the parent. Any students remaining on site between 5:00pm and 6:00pm will be escorted to the Preparatory School courtyard where they will be supervised until collected.

6.2 For students travelling by bus, individualised plans for handover are agreed between the parents/guardian and transport coordinator/Head of Operations.

Quinton House School will support any court orders in place, in relation to collection of children and contact arrangements. Should a parent who is due to collect their child according to the order not arrive, then the school will telephone them initially. If unable l to make contact within 30 minutes, the school will call the other parent and request they collect their child. Should a parent, who is not due to collect their child arrive at the school with the aim of collection, then the parents will be advised to make agreed arrangements. This communication will take place off site (see Safeguarding Policy)

7 Non-Collection Arrangements at End of Formal School Day

If a student is not collected from school by authorised adult at the

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expected time, then the school will put into practice the agreed procedures. These ensure the student is cared for by an experienced and qualified member of staff who is known to the student. We aim to ensure that the student is caused as little distress as possible. We inform parents of our procedures so that, if they are unavoidably delayed, they will be reassured that their child will be properly cared for.

7.1 The following procedure will be followed when a student is not collected:

In the Preparatory School on occasions when parents, or the persons normally authorised to collect the child, are not able to collect the child, the parent must record the name, address and telephone number of the person collecting their child and give it to the Nursery Manager or member of staff on duty in the Preparatory School reception. We agree with parents how to verify the identity of the person and will ask for a password.

Parents are informed that if they are not able to collect their child as planned, they must inform the school so that back-up procedures can be implemented. We provide parents with school telephone numbers. We also inform parents that, in the event that their child is not collected by an authorised adult and staff can no longer supervise the child on our premises, that we apply our child protection procedures (as set out in the Safeguarding and Child Protection Policy and Procedure).
If a child is not collected at the end of the session/day, then staff will follow the procedure below:

- The register is checked for any information about changes to the normal collection routine;
- If no information is available, parents are contacted at home and/or work;
- If this is unsuccessful, the adults who are authorised by the parents to collect the child and whose contact numbers are recorded on the database and registration form will be contacted;
- All reasonable attempts are made to contact the parents or nominated guardians.

The child does not leave the premises with anyone other than those named on the database and the registration form unless an alternative prior arrangement has been agreed therefore a password would be necessary.

If the child has not been collected by 6:00pm and no contact has been made, then procedures for uncollected children will be implemented. Staff will:

- Inform the member of the Senior leadership team on duty in the Prep school and the Headmaster;
- Continue to contact all named authorised adults.

After 6:30pm Social Care will be contacted if no contact has been made

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with named authorised adults. If Social Care are informed the following procedures will be implemented:

- The child stays at the school in the care of a member of staff known to the child until the child is safely collected either by the parents or a social worker.
- It is the responsibility of Social Care to find the parents or relative. If they are unable to do so the child will be admitted into the care of the local authority.
- Under no circumstances are staff to go and look for the parent, nor do they take the child with them.
- A full written report of the incident is recorded in the child's file.

Depending on circumstances, the school reserves the right to charge parents/guardians for additional hours worked by all members of staff.

In the Senior School on occasions when parents or the persons normally authorised to collect their child are not able to collect the child, the parent must record the name, address, and telephone number of the person collecting their child.

Parents are informed that if they are not able to collect their child as planned, they must inform the school so that back-up procedures can be implemented. We provide parents with school telephone numbers. We also inform parents that, in the event that their child is not collected by an authorised adult and staff can no longer supervise the children our premises, that we apply our child protection procedures (as set out in the Safeguarding and Child Protection Policy and Procedure).
If a child is not collected at the end of the session/day, when that was the expectation, then staff will follow the procedure below:

- The register is checked for any information about changes to the normal collection routine;
- If no information is available, parents are contacted at home or work;
- If this is unsuccessful, the adults who are authorised by the parents to collect the child and whose contact numbers are recorded on the database and registration form will be contacted;
- All reasonable attempts are made to contact the parents or nominated guardians.

The child does not leave the premises with anyone other than those named on the database and the registration form unless an alternative prior arrangement has been agreed therefore a password would be necessary.
If the child has not been collected by 6:00pm and no contact has been made, then procedures for uncollected children will be implemented.
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- Inform the member fo senior leadership team on duty and the Headmaster;
- Continue to contact all named authorised adults.

After 6:30pm Social Care will be contacted if no contact has been made with named authorised adults. If Social Care are informed the following procedures will be implemented:

- The child stays at the school in the care of a member of staff known to the child until the child is safely collected either by the parents or a social worker.
- It is the responsibility of Social Care to find the parents or relative. If they are unable to do so the child will be admitted into the care of the local authority.
- Under no circumstances are staff to go and look for the parent, nor do they take the child with them.
- A full written report of the incident is recorded in the child's file.

Depending on circumstances, the school reserves the right to charge parents/guardians for additional hours worked by all members of staff.

8 After School Activities

8.1 When attending an after-school activity, students are supervised by authorised adults. The adult facilitating the after-school activity is responsible for taking a register at the activity. If a student does not arrive when expected at an after-school activity, the authorised adult in charge should check the daily register for absence and if concern still exists should contact home to confirm that the student is not attending the respective activity.

8.2 No student should leave without the authorisation of the adult leading the activity. In the Preparatory School a visual handover must take place prior to departure and in the Senior School, students are expected to gain permission from the authorised adult prior to departure.

8.3 The uncollected children procedure, as outlined above, will be followed when a student is not collected by their parents/guardians at the end of the After School Activity.

9 Sporting Fixtures

9.1 PE staff supervise students when at fixtures. A single member of the PE department will supervise fixtures; however, careful consideration is given to distance away from school, number of students attending the fixture and the individual students who are taken on the fixture. In the event of such considerations, it could be deemed that the fixture and/or sporting tournament is supervised by two members of staff or more.

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9.2 Parents are always informed of the finish times and where they must collect their children.

9.3 No student should leave the sporting fixture and the supervision of the staff member without their authorisation and their handover to their parent supervised.

9.4 The uncollected children procedure will be followed when a student is not collected, as outlined above.

10 Travel to and from School on Buses

10.1 Parents are responsible for ensuring that their children travel safely to and from school. Students are not supervised by school staff when travelling on buses and they are expected to behave responsibly and to follow the driver's instructions. This includes wearing a seat belt at all times.

10.2 The Headmaster reserves the right to prohibit a specific student from travelling on school sponsored transport if their behaviour does not meet the required standard.

11 Leaving the Site during the School Day

11.1 It is expected that all students will be on site for the entire day unless they have specific permission to leave.

12 Specific Arrangements for Sixth Form

12.1 Sixth Form students are expected in school for morning registration and should be on site no later than 8:30am. Year 13 students are permitted off-site at lunchtime however this must be agreed by the Head of Sixth Form. All students must sign out at Main Hall reception and sign back in upon return. Students who do not adhere to this process will not be permitted to leave site.

13 Supervision Duties

13.1 All members of the staff are expected to take their share of break and lunchtime supervisory duties. For more information on staff duties, please see the internal duty rota.

13.2 All classes will be supervised by the relevant teacher and in certain subjects, for example food, art and science; the teacher may be supported by a technician.

14 Supervision during PE Lessons, including Changing Arrangements

14.1 PE lessons are supervised by members of the teaching staff. When older students are changing or showering, teachers must be mindful of both their responsibility for appropriate supervision and the need for a student's privacy, with due regard for the Safeguarding and Child Protection Policy. Staff will only enter the changing facilities where they believe **not** to do so may place a child at risk. Younger children e.g., those under aged 7 years, and those with SEND may require full supervision or support with changing, undertaken by two teachers being present.

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15 Medical Support

15.1 There is a qualified first aider and member of the Senior Leadership Team on site from 7:45am to 6pm every day. They are available to administer first aid, to help if someone is ill or injured, and to deal with any accidents or emergencies. A Senior student who feels unwell during the day should report to Main Reception and a Preparatory student should report to the Preparatory Reception.

16 Supervision in Remote Locations

16.1 Some potentially dangerous areas of the school are out of bounds to unsupervised students. These include science laboratories and the grounds, maintenance, catering and caretaking areas of the school and the woods.

17 Lost or Missing Children

17.1 In the instance that a child is lost or missing whilst on the school site we will follow the following procedure:

A member of staff will make a thorough search of the building and/or site and immediate surroundings including storage areas and toilets. A thorough check of all exits will be made if the lost/missing child is in Early Years, to ensure all gates/doors are locked and there is no other way a child could have left the site. If something is discovered, an SLT member must be immediately informed.

The following lists held in the school office will be checked: attendance register, off-site records, and other co-curricular clubs/activities.

If the child is not found after this initial search, and/or approximately 10 minutes from the initial report of them deemed missing, the school office will inform the Headmaster. The Designated Safeguarding Lead will be notified immediately, and they will ensure that the parents have been informed by the responsible staff member. The Headmaster, or SLT member in the absence of the Headmaster, will decide at which point the Police will be informed.

All relevant emergency contacts for students will be used to inform parent/guardian(s) accordingly. However, until such time as the student is safely returned to the care of the parent/guardian(s), the Headmaster remains responsible for the care and welfare of the student, including when off-site.

As soon as is practicable, the Serious Incident Reporting Form will be completed by the Headmaster and sent to Blenheim. The Trip Leader (off-site) or responsible form/class teacher will make a record to provide full details of the incident in the school's medical tracker. A note will also be

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made on the school's attendance register accordingly.

Near misses will also be recorded and reported to the General Manager and full details provided in writing to the school's governance panel or meeting. This report must outline the steps being taken to avoid any repeat incident, communication with parents and actions to be taken following the risk assessment process to mitigate future risk. Any relevant policy and procedure must be reviewed and submitted to UK compliance committee for approval.

All incidents will be reported to Head Office for the attention of our insurers, as appropriate. Staff must try to remember and write down a description of what the student was wearing and any distinguishing features.

If a missing child has any special medical or learning needs then these need to be noted to be disclosed to the police or other agencies.

A thorough search of the premises should continue until the student is found.

Following the Incident

It is in everyone's interest to resolve what has happened as quickly as possible with a consistent, fair and thorough investigation.

The written findings of the investigation must be reported by the Headmaster to Blenheim Head Office within 48 hours of the occurrence of the incident.

All relevant policies and procedures will immediately be reviewed, and revisions presented formally to the proprietor for approval within 5 working days of the incident taking place.

The parent//guardian/guardian(s) will be involved at all times.

Following receipt of our investigative report, the proprietor will report their conclusions as to the next steps to further safeguard and promote the welfare of children in the care of the school to the UK compliance committee.

17.2 In the instance that a child is thought to be lost or missing on whilst off-site we will follow the following procedure:

The Trip/Visit Leader must ensure the safety of remaining students. Where possible, at least two adults must remain with them.

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One or more adults should immediately start to search for the child.
If the child is not found within 5 minutes, the Trip Leader must contact the police by telephoning 999/112.

The Trip Leader should alert the school office, or in the case of out-of-hours, the nominated school contact for the trip, that the police have been contacted. The school will make arrangements to notify the parents/guardians.

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