

# HOLLAND HOUSE SCHOOL

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## 14a Pupil Supervision Policy

(Includes 14b Missing and Uncollected Child Policy)

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### Review Arrangements:

Date	September 2020
Approved	
Review Date	September 2021



## CONTENTS OF POLICY

The policy states the parameters for the effective supervision of pupils of all ages.

## RELATED POLICIES

- Educational Visits
- Missing Child Policy and Procedures when a Child is not Collected on Time

## PUPILS' ARRIVAL AND DEPARTURE

Breakfast Club opens in the School Hall from 07:30. This is supervised by one or two members of staff depending on numbers. Pupils may go into the playground from 8:30am, where they are supervised. The gate closes at 08.55 and access after this time is by the front door. The end of the academic day is 15:30. There are clubs until 17:20. These are run with a minimum of two members of staff on site and are always staffed within the legal ratio. All members of staff are expected to take their share of break and lunchtime supervisory duties which is set on a rota.

The main duty times are:

Break duty (10.15 – 10.45)

Lunch-time duties (12.15 – 13.30)

Home-time (15.30 – 15.45)

### **Leaving the Premises** (other than for an official School Activity)

No pupil may leave the premises at any time during the school day, except with appropriate permission and when escorted by parents/guardians. Children are signed in and out by a parent or guardian if they leave or arrive at times other than the normal arrival and departure times.

## REGISTRATION

**ALL PUPILS:** We take a register of pupils at the start of the morning and afternoon sessions. Parents are responsible for notifying the school if their child is absent for any reason. The school will always contact the parent if a child fails to arrive at school without an explanation.

We will only release a child at the end of his or her session into the care of a parent or other individual, whose name has been notified to us in writing or telephone in advance.

## **MEDICAL SUPPORT**

There is a qualified first aider on duty in the Medical Area from 9:00am to 3.30pm every day who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. A number of members of the teaching staff and non-teaching staff, who are trained and qualified as First Aiders are able to give emergency first aid and can cover before and after school first aid duties.

**EYFS:** There are always adequate qualified paediatric first-aiders in the Pre-Prep.

## **SUPERVISION DURING EDUCATIONAL VISITS**

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

## **UNSUPERVISED ACCESS TO RISKY AREAS OF SCHOOL BUILDINGS & GROUNDS BY PUPILS**

Pupils are not allowed use any gymnastic, athletic or climbing equipment without supervision. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.

We ensure that pupils do not have unsupervised access to potentially dangerous areas. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities.

Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas or storage areas of the school.

Clear signs are displayed.

## **COVID-19 CLAUSE**

The COVID-19 pandemic and subsequent government guidelines have had a huge impact on normal school life. From Sept 2020, HHS is only able to run Breakfast club and Prep Clubs. Other clubs are suspended until further notice.

## **APPENDIX A**

### **HOLLAND HOUSE**

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#### **14b MISSING CHILD and ARRANGEMENTS WHEN A CHILD IS NOT COLLECTED POLICY & PROCEDURES**

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## **CONTENTS OF POLICY**

The policy consists of two parts, the first covering a missing child and the second covering the procedure to be followed by the school in the event of a parent failing to collect a child at the appointed time.

### **PART ONE: MISSING CHILD POLICY**

#### **INTRODUCTION**

The welfare of all of our children at Holland House is our paramount responsibility. Every adult who works at the school has been trained to appreciate that he or she has a key responsibility for helping to keep all of the children safe at all times. Our staffing ratios ensure that every child is supervised the whole time that he or she is in our care.

#### **INFORMATION FOR PARENTS**

Parents are informed about:

- The arrangements for handing over children to the care of their parents or named adult, at the end of the day
- The qualifications of our staff and the arrangements for supervising the children whilst they are in school
- The arrangements for registering the children in both morning and afternoon
- The physical security measures which prevent unsupervised access to or exit from the building and grounds

The supervisory arrangements for outings are set out in the policy document on Educational Visits. We review these policies regularly in order to satisfy ourselves that they are robust and effective. All new staff receive a thorough induction into the importance of effective supervision of young children.

## ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING FROM THE SCHOOL

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

- Take a register in order to ensure that all the other children were present
- Inform the Headmistress (or a member of the SLT in her absence) and Site Manager
- Ask all the adults and children calmly if they can tell us when they last remember seeing the child
- Occupy all of the other children in their classroom(s)
- At the same time, inform and arrange for one or more adults to search everywhere in the classroom, both inside and out, carefully checking all spaces, cupboards, washrooms where a child might hide
- Check the doors and gates for signs of entry/exit

If the child is still missing, the following steps would be taken:

- Inform the Headmistress, DSL and Site Manager
- The Headmistress would arrange for all available Staff to complete an '**Active Search**' (everyone actively searching all areas) of the rest of the school premises and grounds

### On the result of the '**Active Search**' being negative:

- The child's parents would be informed by a Senior member of staff with an explanation of what had happened, and what steps have been set in motion. Ask them to come to the school at once
- The Headmistress/DSL/Deputy Head Pastoral would notify the Police
- If the child's home is within walking distance, a member of staff would set out to attempt to catch up with him/her
- The DSL would inform the Local Children Safeguarding Board
- The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care
- Inform the Chairman of Governors
- Ofsted would be informed if the child is Early Years
- The Insurers would be informed
- If the child is injured a report would be made under RIDDOR to the HSE. A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted.

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## **ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING ON AN OUTING**

- An immediate head count would be carried out in order to ensure that all the other children were present
- An adult would search the immediate vicinity
- The remaining children would be taken back to school if deemed appropriate
- Inform the Headmistress by mobile phone
- Contact the venue Manager and arrange a search
- Head, DSL and Chair of Governors to be informed
- Child's parents to be telephoned; explain what has happened, and what steps have been set in motion. Ask them to come to the venue/ Holland House School at once
- Contact the Police
- The DSL would inform the Local Children Safeguarding Board First Response
- The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care
- Ofsted would be informed if the child is Early Years
- The Insurers would be informed
- If the child is injured a report would be made under RIDDOR to the HSE
- A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted.

## **ACTIONS TO BE FOLLOWED BY STAFF ONCE THE CHILD IS FOUND**

- Talk to, take care of and, if necessary, comfort the child
- Speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing
- The Headmistress/DSL/Deputy Head Pastoral will speak to the parents to discuss events and give an account of the incident
- The Headmistress will promise a full investigation (if appropriate involving Social Services/ Local Children Safeguarding Board)
- Media queries should be referred to the Headmistress of Holland House School
- The Chair of Governors and Headmistress will agree a media statement
- The investigation should involve all concerned providing written statements
- The report should be detailed covering: time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, the purpose of the outing, the length of time that the child was missing and how s/he appeared to have gone missing, lessons for the future

## **PART TWO**

### **PROCEDURES TO BE FOLLOWED BY STAFF WHEN A CHILD IS NOT COLLECTED ON TIME THE UNCOLLECTED CHILD POLICY**

## **STATEMENT OF INTENT**

In the event that a child is not collected by an authorised adult at the end of a school session/day, Holland House School puts into practice agreed procedures. These ensure the child is cared for safely by an experienced teacher or Welfare Staff who is known to the child.

## **AIM**

In the event that a child is not collected by an authorised adult, we will ensure that the child receives a high standard of care in order to cause as little distress as possible. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

## **PROCEDURES**

1. Parents of children starting at Holland House School are asked to provide specific information which is recorded on our Registration Form, including:
  - home address and telephone number
  - place of work telephone number (if applicable);
  - mobile telephone number (if applicable);
  - email address
  - details of restricting court orders
2. At the beginning of the year a Permission Collection form is completed by every family; giving names of the adults with permission to collect their child. This form is updated every year.
3. On occasions when parents are aware that they will not be at home or in their usual place of work, they inform the school by word of mouth or in writing how they, or the adult in 'loco parentis' can be contacted.
4. On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they inform the school of the name of the person who will be collecting their child. We agree with parents how the identification of the person who is to collect their child will be verified.
5. Parents are informed that if they are unable to collect the child as planned, they must inform us as to who will collect their child and are asked if their child knows that person. Alternatively the child will stay on the school premises with a member of staff until collected.

6. If a child is not collected at the end of the day, we follow the following procedures:
- the Collection Sheet is checked for any information about changes to the normal collection routines;
  - if no information is available, parents/carers are contacted at home or at work;
  - all reasonable attempts are made to contact the parents/carers and messages left if contact is not possible
  - If details are kept on file, we will call the next of kin
  - the child stays in the care of at least two fully-vetted staff members until the child is safely collected;
  - the child does not leave the premises with anyone other than those who are named in the Collection Sheet, or whose name has been given to a member of staff following contact.
  - If another person does come to collect the child, the parent will be contacted by telephone to confirm that this is correct

If there is no response by 6.00 pm. the adult in charge of the child will contact the Headmistress who will in turn speak to the Designated Safeguarding Lead for the school. A decision will be made as to whether it is necessary to contact the Social Care Duty Officer. Social Care would be asked to endorse our arrangement. In an emergency, Social Care can make arrangements for the child and will arrange for a visit to be made to the child's house and will check with the Police. The School makes a full written report of the incident and parents may be charged for the time their child has remained at school.

**We undertake to look after the child safely throughout the time that he or she remains under our care and to always consider what is in the best interest of the child.**

## **APPENDIX B**

### HOLLAND HOUSE

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### Supervision Policy Regarding Playground Supervision

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# HOLLAND HOUSE SCHOOL

## **Supervision Policy regarding Playground Activity**

The School recognises that the protection of children is the paramount concern of playground supervisors.

The factors considered within the assessment include the following:-

- The number of pupils
- Shape and size of the playground and the "grass" area
- the age groups of the pupils
- The activities the pupils engage in

The supervision of children in the playground is primarily designed to protect children and keep them safe. Staff are expected to supervise the children appropriately whilst on duty.

At all other times the Class Teachers and/or Sports Teachers are responsible for the supervision of activities in the playground.

The School acknowledges that it owes to each of its pupils whilst under its control and supervision a duty to take reasonable care for the safety of the pupil. It is not, of course, a duty of insurance against harm but a duty to take reasonable care to avoid harm being sustained.

The School also recognises that although it is physically impossible and educationally undesirable for teachers and other school staff to watch all the children all of the time, it needs to strike a balance between the meticulous supervision of children every moment they are under care of the School and encouraging the sturdy independence of children as they grow up.

### **08:30 – 08:50 Morning Arrival**

One member of staff on the gate

One member of staff in the playground

Reception children go straight to the classroom where they are under the supervision of their teachers

Children in Y1 – Y6 wait in playground. This is a calm time – no running around. Children wait until bell at 08.45 when they line up in classes and wait to be sent to their respective classrooms by a member of duty staff

**10:15 – 10:45 Morning Break (all classes)**

One member of staff on duty in Reception Playground

Two members of staff on duty in the main playground

One member of staff on snack distribution

**12:15 – 12.50 1<sup>st</sup> Lunch / Lunch Break**

Two members of staff on duty in the hall with YR/ Y1/ Y2/ Y3

One member of staff on duty outside with Y4 / Y5/ Y6

**12.50 – 13.30 2<sup>nd</sup> Sitting / Lunch Break**

One member of staff on duty in the Hall with Y4 / Y5/Y6

One member of staff on duty in Reception playground

One member of staff on duty outside with Y1/Y2/ Y3

Older children who have finished lunch early are allowed outside again from 13.15 but only to their designated zone (The Green) children in Y1/ Y2 are not allowed into this zone if the bigger children are outside

- All members of staff on outside duty are expected to move around so as to constantly be able to see the children and to carry a walkie-talkie at all times.
- Staff can request extra help in the playground should the need arise
- Staff are expected to monitor the behaviour of the children, check that games do not get out of hand and ensure that toys are not "weaponized". They can facilitate play and help sort out issues whilst still observing the other children.
- Staff should not take part in games with the children
- Staff should inform Mrs Muchmore that a child is coming into First Aid.

**15:30 – 15:45 Home time dismissal**

One member of staff on the date

Form teachers (or another member of the duty team) dismiss children from the playground. Pupils line up in classes behind the white line, where they are dismissed individually once they and the teachers have seen and recognised the parent/guardian.

It is the responsibility of parents to inform the School of any pick-up changes. The School Office provides a list with names of any change in persons picking up pupils to the staff on duty. Staff have been instructed not to allow children to go home with any adult whose name is not on this list.

**COVID CLAUSE SEPTEMBER 2020**

COVID-19 has had a significant impact on the normal functioning of the school, including break, lunch and afternoon play times and zones. The care and well-being of all pupils is at the heart of all that we do and we will ensure that suitable supervision of pupils is always being made. During the Autumn Term 2020, the school is trialling a number of different play, lunch and duty scenarios, in order to find one that best fits our needs and is compliant with government guidance at the time. Thus, whilst the pandemic continues to be a part of our lives, the school reserves the right to make all the necessary adjustments needed to keep everyone safe and playtimes, lunch times etc may have a very different form to those stated in this policy.

*Holland House School is firmly committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.*