

# HOLLAND HOUSE SCHOOL

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## 14a Pupil Supervision Policy

Applicable to all years including the EYFS

### Includes:

- **14b Missing and Uncollected Child Policy**
  - **Playground Supervision policy**
  - **14e Before & After school Care Policy**
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### Review Arrangements:

Date	February 2024
Review Date	February 2025
Ratified by Governors	March 2024

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

## RELATED POLICIES

- Educational Visits
- Safeguarding Policy
- Behaviour, discipline and Sanctions policy
- HHS Staff Handbook
- HHS Staff Code of Conduct

## WELLBEING STATEMENT

The wellbeing of our pupils is at the heart of all decision-making processes here at HHS. Our definition of wellbeing is aligned with that given in the Children's Act 2004 and the ISI Inspection Framework 23, namely as relating to:

- Pupils' physical and mental health and emotional wellbeing
- Protection of pupils from harm and neglect
- Pupils' education, training and recreation
- Pupils' contribution to society
- Pupils' social and economic wellbeing.

This policy has been written with due consideration given to these principles

## STATEMENT ON THE SUPERVISION OF PUPILS

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

The School 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.

All children are supervised in the playground and lunch hall (see below). Pupils are not accompanied to the toilets during the day and are expected to be well-behaved when walking through the corridors and in the toilets. They are expected to report any misbehaviour seen during this time. Staff gently query why children might be walking around corridors during lesson time, knowing that children shouldn't feel bad about going to the toilet, going to music lessons, going down to first aid etc. The Girls' Toilet is located outside the Y2 classroom, the Reception toilets outside the Reception Classroom and the Y5-Y6 girls' toilets just outside the main lobby. The boys' toilets are at the bottom of the main staircase, near the hall.

Teaching staff are expected to be in classrooms with children for the duration of the lesson and not leave pupils unattended during this time. However, the school understands that it can happen that staff need to sometimes to step out of the room for various reasons. If this occurs, they must tell the teacher of the neighbouring classroom that they are leaving the class for a few minutes and leave doors open. This is particularly important in the EYFS where children should not be left alone at all – another adult must be notified.

## **1. ENTERING THE PREMISES**

The gate closes at 08.30 and access after this time is by the front door only. The end of the academic day is 15:30 where once again children are dismissed from the playground to their parents.

## **2. 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. 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.

## **3. REGISTRATION**

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.

## **4. MEDICAL SUPPORT**

There is a qualified first aider on duty in the Medical Area from 08.30am 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.

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

## **6. SUPERVISION DURING EDUCATIONAL VISITS**

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

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

Pupils are not allowed to use any 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.

## **8. SENIOR MEMBERS OF STAFF ON SITE**

The school aims to have a member of the SLT on site at all times.

## Supervision 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 in which pupils are engaged

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. 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.

### **08:15 – 08:30 Morning Arrival**

One member of staff on the gate with Walkie Talkie

One member of staff in the playground with Walkie Talkie

First Aid and the Office also have walkie talkies during this time to lend extra support if required.

Reception children go straight to the Reception playground where they are supervised separately by an additional member of staff.

Children in Y1 – Y6 wait in playground. This is a calm time – no running around. Children wait until the bell at 08.30 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 is on duty in each playground zone: Reception, Y1-2, Y3-6.

An additional member of staff will be allocated to deal with behavioural incidents that may arise. This person may be based in the playground or inside depending on the circumstances.

All members of staff on duty to have walkie-talkies to use in case additional outside support is required.

ICT Room: A member of staff is on duty in the ICT room to oversee the pupils carrying out Accelerated Reader quizzes and reading.

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

The lunch hall is supervised by a member of the Catering Team (YR/ Y1/Y2/Y3)

One member of staff is on duty outside with Y4 / Y5/ Y6 and an additional member of staff is allocated for Behaviour duty, normally based outside.

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

ICT Room: A member of staff is on duty in the ICT room to oversee the pupils carrying out Accelerated Reader quizzes and reading.

One member of the Catering team is on duty in the Hall with Y4 / Y5 /Y6

One member of staff is on duty in Reception playground

One member of staff is on duty outside with Y1/Y2/ Y3 and an additional member of staff is on duty to deal with behavioural matters that may arise.

Older children who have finished lunch early are allowed outside again to their designated zone.

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, using a walkie talkie.

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 on duty should be supervising the children and as such not be taking part in the games.

Staff should inform Mrs Muchmore via a walkie talkie that a child is coming into First Aid.

Children are all expected to be in the playground during break, lunch and 2<sup>nd</sup> play times. They are not permitted to stay in classrooms due to lack of supervision in these areas at these times. Children are discouraged from returning to the classroom during breaks though sometimes this is unavoidable. (eg collecting forgotten water-bottles, coats etc) The Y6 Reading Prefect may choose to help in the library during breaktimes with a helper. Permission must be sought from Mrs Muchmore.

All children know that they cannot leave the playground without permission from a member of staff on duty and they should inform that same member of staff when they return. Duty staff have eyes on the doors to/from the playground to monitor passage and challenge where necessary. Duty staff can Walkie-Talkie through to the office/ First Aid to query the location of a child deemed absent longer than necessary.

### **15:30 – 15:45            Home time dismissal**

One member of staff is on the gate. Parents form a line outside the gate and are "funnelled" into the playground pick-up queue.

Form teachers dismiss their pupils to the appropriate collecting adult when that person reaches the front of the queue. Staff are provided with "pick-up" lists to ensure that pupils go home with the right adult.

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. In the event of a discrepancy between the collecting adult and our list, staff will call the parents of the child in question to gain clarity/permission to send home the child.

Pupils signed up for afterschool clubs line up at the back of the playground in full view of staff and await collection by the adult running the club.

## 14e Supervision During, Before and After School Clubs

Holland House School aims to provide a rich variety of after-school clubs to stimulate both academic and non-academic interest and to support working parents who cannot make the 15.30 collection or need to drop their child off early in the morning before school starts. As such, a variety of afterschool clubs are on offer everyday afterschool. Club provision can change on a termly basis, given staff availability but the school endeavours to offer:

- Breakfast Club	07.30-8.15	everyday
- Prep club	15.45-16.30	everyday apart from Mondays)
- Wraparound Care	16.30 -17.15	every day
- Variety of other clubs	15.45 -16.30	Session 1 Clubs
	16.30 – 17.15	Session 2 Clubs

Parents are invited to sign their children up for before/afterschool clubs via the Parent Portal which is accessible through our website. Ad hoc/ drop-in sessions for Breakfast club/Prep club and Wraparound care are possible. Rates are available from the school office.

The school aims to have a member of the Senior Leadership Team on site at all times when pupils are present in addition to the Site Manager who holds the role of Health and Safety Lead within the school. He also has full training in Paediatric First Aid and anaphylaxis training.

### Supervision of Breakfast Club

- Breakfast Club runs in the School Hall from 07:30 - 08.15: children can be dropped at any time. A simple breakfast (toast + jam, cereals, drink) can be served if desired up to 8am.
- This club is supervised by one or two members of HHS staff depending on numbers. In addition, other members on site at time include the Site Manager, the Catering staff and the school secretary.
- Staff running the Breakfast club are all Paediatric First Aid trained, and have a level 2 food hygiene certificate or the food is prepared directly by the catering team.
- Breakfast Club children join peers in playground at 08.15
- Details on how to book the club and club activities can be found in the Before and After School clubs policy / by phoning the school office.

### Supervision of After School Clubs

- All HHS staff running clubs are First Aid trained, including in Anaphylaxis Awareness.
- A walkie-talkie is given to every club leader, along with an attendance list and home-time collection information. The site manager also has a walkie-talkie with him until all members of staff and children have left the building.

- A member of SLT is onsite everyday until all pupils leave the building.
- Several other members of staff are onsite in the event of extra help being needed.
- Pupils are accompanied to the toilets during club-times as an extra security and supervision measure since the cleaning staff are on site and floors may be wet (suitable signage is always in place).
- Clubs have differing maximum/minimum numbers depending on the activities involved.

Please consult the Before and After School Club policy for all club activities and information other than supervision.

# HOLLAND HOUSE SCHOOL

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

Applicable to all years including the EYFS

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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 good supervision of children. However, we also acknowledge that staff cannot have sight of pupils 100% of the time and expect that children understand that they should behave sensibly and well regardless of supervision. For example, we do not accompany children to the toilet, and if a member of staff has to step outside of the classroom to talk to a pupil for a few minutes, we expect order to be maintained inside the room regardless.

### 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 that the child has not yet been found.
- 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
- It is estimated that, given the size of our site and the limited areas in which a child could hide, this process from the point of noticing a child is missing to finishing the Active Search, would not take more than 15mins.

### 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.
  - Note: For children in the EYFS, notification should be no more than 15 minutes from the moment you realise the child is missing and no more than 20-30 minutes for older children.
- The Headmistress/DSL/Deputy Head 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 Safeguarding Partnership
- 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 (within 15mins of first noticing the child is missing); 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 Safeguarding Partnership 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 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

# THE UNCOLLECTED CHILD POLICY

## PROCEDURES TO BE FOLLOWED BY STAFF WHEN A CHILD IS NOT COLLECTED ON TIME

### 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

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
- Emergency contact details of 2 other people

1. 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.
2. 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.
3. 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.

4. 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.
5. 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.**