

# HOLLAND HOUSE SCHOOL

---

## **14a Pupil Supervision Policy** (Includes 14b Missing and Uncollected Child Policy)

---

### **Review Arrangements:**

Date	March 2018
Approved	March 2018
Review Date	March 2019



## 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 7:30am. This is supervised by two members of staff. Pupils may go into the playground from 8:30am, where they are supervised. The gate closes at 9am and access after this time is by the front door. The end of the academic day is 3:30pm. There are clubs until 5:30pm. 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 the rota.

The main duty times are:

Break duty (10:30am – 11:00am)

Lunch-time duties (12:00pm to 12:45pm and 12.45pm to 1.30pm)

Lunchtime Break duty (12.45pm to 1.15pm and 1.30pm to 2.00pm)

### **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. Several 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 always kept locked 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.

## **APPENDIX A**

### **HOLLAND HOUSE**

---

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

---



## **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 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 always has a key responsibility for helping to keep all the children safe. 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 Deputy Head) and Site Manager
- Ask all the adults and children calmly if they can tell us when they last remember seeing the child
- Occupy all 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, The Child Protection Officer 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/Child Protection Officer/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 Child Protection Officer 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.

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 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, Child Protection Officer 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 Child Protection Officer 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/Child Protection Officer/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**

### **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

---

### Supervision Policy Regarding Playground Supervision

---



# 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

08:30 – 08:50 three members of staff (including a member of the SLT), one of whom has the added responsibility of taking a child to first-aid as and when necessary, are on duty in the playground from 08:30, when the gate opens, to 08:50 when pupils line up to enter the school building.

10:30 – 11:00 four members of staff are on duty: one member of staff in the Reception class playground, one at the top end of the tarmac playground, one at the bottom end of the tarmac playground and one on the "grass" area.

12:45 – 13:15 Pre-Prep Lunch break: three members of staff are on duty. One in the Reception Class playground, one in the tarmac playground and one on the "grass" area. The Reception children may join the Pre-Prep in the main part of the playground at this time and so the staff member supervising them will join the rest of the duty team.

13:30 – 14:00 Prep School lunch break: three members of staff are on duty. Should lunch finish before 13:30 then the member of staff on lunch duty remains with the children until the designated member of staff for the following duty takes over. One member of staff supervises the tarmac playground from the balustrade area, one member of staff supervises the tarmac playground "on the ground" and one member of staff supervises the "grass" area. On Thursday and Friday, the duty team is reduced when there are only two classes in the playground, but the Games Staff will join them on the days the numbers are higher

15:30 – 15:45 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 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.

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. Uncovered hot drinks should not be brought out during break times by staff.

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 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.

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