

Supervision & Missing Pupils Policy

Queen's College, Taunton

February 2017 (v.1)

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1 Introduction

- 1.1 This is the supervision policy of Queen's College, Taunton (**School**).
- 1.2 Through the operation of this policy the School aims to protect the health, safety and welfare of pupils and others at the School, or affected by the School's operations, by:
- 1.2.1 ensuring the proper and effective supervision of pupils on School premises or whilst on School arranged educational visits and other activities and on authorised journeys;
 - 1.2.2 ensuring that the School meets its duty to supervise pupils to the required standard of a reasonably careful or prudent parent;
 - 1.2.3 ensuring that unsupervised access to pupils by non-authorised persons is avoided or restricted to the lowest practicable level.

2 Definitions

Authorised Journey: means transport arrangements made by or on behalf of the School for the purpose of transporting pupils to and from School or on educational visits or trips. It does not include private arrangements between parents or pupils.

Boarder: means a pupil enrolled at the School, other than a day pupil, who is accommodated overnight at the School or elsewhere in accommodation arranged by the School.

Employee: means anyone who works under a contract of employment at the School.

External Provider: means any person or organisation, other than the School or an Employee, who provides a service and or facilitates an activity under a contract with the School.

Instructor: in relation to the Early Years Foundation Stage means a person at the School who provides education which consists of instruction in any art or skill, or in any subject or group of subjects, in circumstances where : (1) special qualifications or experience or both are required for such instruction; and (2) the Head Teacher/ Governing Body], being responsible for the management of the School, is satisfied as to the qualifications or experience (or both) of the person providing the education.¹

Ratio: means the number of supervisors to pupils.

Supervisor: means any Employee or any other person who has been assigned a designated supervisory role by the School. It can include but is not restricted to: teachers, teaching assistants, lunchtime supervisors, dinner ladies, temporary or agency workers, peripatetic tutors, instructors (including those engaged by External Providers) and volunteers. It does not include anyone under the age of 18 (including prefects or senior pupils) or gap students.

Supervision: means the effective arrangements for the management and care of pupils whilst under the care of the School, whether on the School premises or otherwise.

Teacher: means an Employee whose principal function is teaching pupils or the management of those Employees who teach pupils.

¹ EYFS only - see 6.10. below.

Transport Provider: means a bus, coach, taxi company or other external transport provider which has been authorised for use by the School.

Visiting Pupil: means a pupil who is not enrolled as a pupil of the School, but who is on the School premises and / or otherwise accommodated overnight at the School. It does not include circumstances where the School has let the accommodation and / or premises to another organisation and that organisation has assumed total responsibility for the Supervision of the pupils whilst using the School accommodation and / or premises.

3 Responsibilities

3.1 The Governing Body, on behalf of the School, is responsible for ensuring the health, safety and welfare of pupils on the School premises or whilst on School arranged educational visits, other activities and on Authorised Journeys and the health and safety of those affected by the School's operation. They delegate responsibility for the day to day management of Supervision arrangements at the School to the Head.

3.2 The Head is responsible for implementing the terms of this policy and for ensuring that:

3.2.1 all Employees, Supervisors and pupils understand and adhere to the terms of this policy and to the School's Supervision arrangements generally;

3.2.2 there are suitable arrangements for the proper and effective Supervision of pupils at all times whilst they are under the care of the School;

3.2.3 Supervisors are competent and have sufficient experience, qualifications and training (where appropriate) to carry out their supervisory duties effectively;

3.2.4 Supervision arrangements are risk assessed in accordance with the School's health and safety policy.

3.3 The Head will ensure that all Supervisors will have been assessed and authorised in accordance with the School's child protection procedures and safeguarding arrangements and the appropriate legislation and guidance applicable at the time.

3.4 All Supervisors should be aware of and abide by the School's Supervision procedures.

3.5 Pupils must follow the instructions of Supervisors at all times and adhere to School rules and the Discipline and Behaviour Policy.

3.6 The School will ensure that pupils are aware of the Supervision arrangements at all times and, in particular, that pupils know:

3.6.1 who is responsible for their Supervision;

3.6.2 who to contact in an emergency;

3.6.3 what to do in an emergency.

4 Supervision

4.1 Supervision may be close or remote: in some instances the School may not require pupils to always be within the sight of or under the direct Supervision of a Supervisor (unless this is specifically required under applicable legislation or guidance, under the terms of this policy, or if it is determined by the School's risk assessment), but they should have the means to call for back-up help as required.

5 **Security**

- 5.1 The School will take all reasonable steps to ensure that there are clear arrangements in place for the Supervision of anyone who is not an Employee or Supervisor and who may come into contact with pupils whilst they are on School premises or under the care of the School.
- 5.2 The School has a policy of restricting access to the premises in order to ensure the safety and security of Employees, pupils and other authorised visitors to the School.
- 5.3 The School takes all reasonable measures to deter unauthorised public access to the School premises and to ensure that unsupervised access to pupils is avoided or restricted to the lowest practicable level.
- 5.4 Any authorised public use of School facilities will be limited to ensure that unsupervised access to pupils is avoided or restricted to the lowest practicable level.

5.5 **Visitors**

- 5.5.1 The School has a Visitors' Policy which should be adhered to at all times.
- 5.5.2 Any authorised public use of School facilities will be limited to ensure that unsupervised access to pupils by non-authorised persons is avoided or restricted to the lowest practicable level.
- 5.5.3 All visitors to the School must report to the School Reception upon arrival and must wear the badge with which they are then issued.
- 5.5.4 Exemptions apply for parents dropping off and picking up their children at the start and the end of the school day and for those attending sports matches and performing arts events.
- 5.5.5 Any person without a badge on the School site will be asked to accompany a member of staff to the School Reception or will be asked to leave the site.
- 5.5.6 Any refusal to adhere to the terms of this Policy will be reported immediately to the Deputy Head or to the Police in an emergency.

5.6 **Contractors**

- 5.6.1 The School will ensure that there are suitable arrangements for the proper supervision and management of contractors at all times whilst on the Premises.
- 5.6.2 Contractors will only be authorised to carry out work in the specific locations and at the times agreed between the School and the contractor.
- 5.6.3 Any refusal to adhere to the terms of this Policy will be reported immediately to the Operations Director.

5.7 **Visiting pupils**

- 5.7.1 Visiting pupils who are on the School premises or staying in School accommodation will be regarded as temporary pupils for the purpose of this policy and the School will liaise with the visiting pupil's staff to ensure that they will be adequately supervised at all times when on School premises.

5.7.2 If visiting pupils are accompanied by their own staff, those staff may be taken into account in the Supervision Ratios.

6 Ratios

6.1 The School will ensure that there is an adequate Ratio whilst pupils are under the School's care.

6.2 The Ratio will become closer the more complex or hazardous the activity.

6.3 All Ratios will be determined by an appropriate risk assessment with reference to the terms of this policy and any appropriate guidance applicable at the time (except for pupils aged under five where it is determined by statute (see 6.10 below)).

6.4 Where a Supervisor is also a parent of a pupil at the School, they should not usually count in the Ratio.

6.5 Prefects and senior pupils will not usually count in the Ratio, but may assist Supervisors in their supervisory duties. Where prefects or senior pupils assist Supervisors, the School will ensure that they are regularly supervised and directed in their duties and there are adequate measures in place to ensure that they are reliable in order to deter possible abuse of the role by them.

6.6 Supervisors remain in overall charge of pupils and will be readily available to prefects and senior pupils at all times.

6.7 There will be adequate back-up arrangements in place to provide cover in the event of a Supervisor's unforeseen absence or incapacity. Such arrangements may include the redeployment of other suitable Supervisors, regrouping of pupils within classrooms or boarding houses or reorganising activities.

6.8 Where possible, there should be provision within the Ratio for sufficient Supervisors, in the event of an emergency or incident, to:

6.8.1 deal with any emergency or incident;

6.8.2 seek emergency and / or medical assistance and / or administer first aid;

6.8.3 supervise the remainder of the pupils.

6.9 Supervisors must have the appropriate means to communicate with other Supervisors and / or to contact the School in an emergency.

6.10 Nursery and Reception Classes

6.10.1 Children aged under two

(a) there must be one member of staff to every three children; and

(b) at least one member of staff must hold a full and relevant level 3 qualification and must be suitably experienced in working with children under two; and

(c) at least half of all other staff must hold a full and relevant level 2 qualification; and

- (d) at least half of all staff must have received training that specifically addresses the care of babies;
- (e) where there is an under-two year olds' room the member of staff in charge of that room must, in the judgment of the School, have suitable experience of working with under twos.

6.10.2 Children aged two to three

- (a) there must be at least one member of staff to every four children; and
- (b) at least one member of staff must hold a full and relevant level 3 qualification; and
- (c) at least half of all other staff must hold a full and relevant level 2 qualification.

6.10.3 Children aged three and over

- (a) where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status, an Instructor or another full and relevant level 6 qualification (or overseas equivalent) is working directly with the children:
 - (i) for classes where the majority of the children will reach the age of five or older within the school year, there must be at least one member of staff to every 30 children;
 - (ii) in all other classes, there must be at least one member of staff for at least every 13 children; and
 - (iii) at least one other member of staff must hold the full and relevant level 3 qualification;
- (b) where there is no person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification, no Instructor and no suitably qualified overseas trained teacher working directly with children:
 - (i) there must be at least one member of staff for at least every eight children; and
 - (ii) at least one other member of staff must hold the full and relevant level 3 qualification; and
 - (iii) at least half of all other staff must hold a full and relevant level 2 qualification.

6.10.4 There must be at least one Supervisor with a valid paediatric first aid certificate on the premises at all times when pupils are present or on any other School arranged visit or activity².

² Note there is currently a consultation to increase the number of paediatric trained first aiders.

6.11 Years 1 to 13

6.11.1 A risk assessment will be carried out to determine adequate Ratios (see section 7 below). The School will also have regard to appropriate guidance in place at the time and the provisions of associated policies such as the educational visits policy when setting Ratios.

7 Risk assessments

7.1 This policy should be read in conjunction with the School's risk assessment policies and procedures. Supervision arrangements and Ratios will be considered as part of the overall risk assessment process.

7.2 Factors which may be considered include:

7.2.1 the gender, age, abilities, behaviour and any special needs or disabilities of pupils;

7.2.2 the nature of the activities in which they are engaged;

7.2.3 the location, environment and conditions in which the activity will take place;

7.2.4 the number, competencies and qualifications of available Supervisors;

7.2.5 the availability of first aid cover;

7.2.6 contingency arrangements for staff absences and illness;

7.2.7 contingency arrangements for other incidents or emergencies;

7.2.8 travel, transport and accommodation arrangements.

8 Supervision arrangements during the school day

8.1 During the school day, pupils will not be allowed off-site unless they are on a School arranged educational visit or trip unless the School has received a written request from the pupil's parent(s) or guardian(s) or approval has been given by their Houseparent.

8.2 During the school day, staff are deployed as follows:

8.2.1 the Deputy Head or another member of the senior management team will be on duty every day and will have overall responsibility for the Supervision, discipline and welfare of pupils across the entire School;

8.2.2 all lessons will be supervised either by the relevant Teacher, supported by classroom assistant(s), or other Supervisor(s) (as determined by the risk assessment);

8.2.3 in the Early Years Foundation Stage pupils will be supervised in accordance with paragraph 6.10 above.³

8.3 Break times and lunchtime

8.3.1 The School will ensure that there is an adequate number of Supervisors on duty to supervise pupils during break times (both indoors and outdoors), including Supervisors who will be specifically responsible for Supervision in the

³ EYFS only.

school grounds / playground and the dining room with reference to the appropriate rotas.

8.3.2 Pupils are not permitted to leave the School premises during break time or lunch time.

8.3.3 Access to high risk areas, for example the sports hall / swimming pool, is only allowed under staff supervision.

8.4 **PE**

8.4.1 PE is supervised by the class Teacher or PE Teacher, with enhanced Supervision when necessary, e.g. when swimming.

8.4.2 When pupils are changing or showering, staff should be sensitive to pupils' need for privacy, while balancing health and safety requirements.

8.5 **Medical Centre**

8.5.1 The Senior School Nurse is responsible for ensuring that pupils are adequately supervised whilst they are patients in, or attending the Medical Centre.

9 **Supervision arrangements for day pupils before and after school⁴**

9.1 Day pupils are allowed on the School site from 08:00 hours and they should go directly to their day room. (In Nursery and Pre-Prep children may be dropped off at school from 07:45 – see Appendix A.)

9.2 At the end of the school day, arrangements should be made to collect day pupils by 17:30 hours (unless this is not possible, e.g. in the event of a late return from an educational visit). (In Nursery and Pre-Prep children should be collected by 18:00.)

9.3 All pupils will be appropriately supervised when on the School premises and when entering or leaving them during these times.

9.4 Day pupils will not be supervised on the School premises outside of these times, except with prior agreement between the parent(s) and the School, or if the pupils are attending School for pre-arranged extra-curricular clubs and / or are on educational visits.

9.5 All EYFS pupils will only be released onto the care of parents / guardians of those who have been notified to the School by parents and will not be permitted to leave the premises unsupervised.

9.6 **Extra-curricular clubs**

9.6.1 **Activities arranged by the School**

(a) The terms of this policy will apply at all times to all out of school care and extra-curricular clubs and activities to include breakfast clubs / after school clubs / holiday play schemes which are arranged by the School.

⁴ Only applicable if there are day pupils at the School.

9.6.2 **Activities facilitated but not arranged by the School**

- (a) The School is not responsible for checking the adequacy of Supervision arrangements for extra-curricular clubs and activities where the parents contract directly with a tutor or organiser (such as music or sports tuition or driving lessons).
- (b) In that case it is the parent(s) and / or tutor or organiser's responsibility to ensure that there are adequate arrangements in place for the Supervision of the pupil during the session and when the pupil is travelling to and from the session.

10 **Supervision arrangements for Boarders outside of teaching time⁵**

- 10.1 The School has a duty rota to ensure that there are adequate Supervision arrangements in place for Boarders at all times.
- 10.2 For supervision arrangements see 'Boarders' Handbook'.
- 10.3 Boarders shall be at all times under the responsibility of an identified Supervisor who is suitable qualified and experienced. The relevant Supervisor shall know the whereabouts of Boarders (or know how to find their whereabouts) in their charge at all times.
- 10.4 Boarders will be appropriately supervised outside of teaching time (including during breaks, prep time, during evenings outside of prep time, at night time and before school, and at weekends.
- 10.5 Supervising staff will be sufficient in number, training and experience for the age, number and needs of Boarders and the locations and activities involved.
- 10.6 The School will ensure that there are satisfactory contingency arrangements in place to cover in the event of unexpected house staff sickness and absence.
- 10.7 Supervision may be close or remote. Boarders temporarily away from the School premises remain under the overall responsibility of a designated Supervisor at all times.
- 10.8 The School will ensure that Boarders are aware at all times of:
 - 10.8.1 the identity of their designated Supervisor;
 - 10.8.2 how to contact their designated Supervisor, and have the means to do so;
 - 10.8.3 the arrangements to contact an alternative member of staff in the event that their designated Supervisor is not available and / or in an emergency.
- 10.9 Boarders in Years 8 to 13, where the School considers a Boarder to be sufficiently mature and where prior consent has been obtained, are permitted to leave the School premises to access local facilities without being accompanied by a Supervisor.
- 10.10 Boarders permitted to leave the School premises must follow the School's signing in and out procedures each time they leave or return to the School premises. Signing out records will be regularly monitored by the School.

⁵ Only applicable if there are boarders at the School.

- 10.11 The School will ensure that there are a sufficient number of Supervisors present and accessible to Boarders in each boarding house at night and pupils are made aware of how to contact night Supervisors when they enter the School. As a minimum, there will be at least one Supervisor sleeping in each boarding house at night, responsible for the Boarders in the house.
- 10.12 Supervision in the boarding houses at night will be by means of appropriate patrolling and / or availability of Supervisors.
- 10.13 Supervisors will be sensitive to the need for privacy, particularly at times when Boarders are dressing, undressing or bathing or showering and will avoid intruding unnecessarily on Boarders' privacy, while balancing health and safety requirements.
- Any role of spouses or partners of staff or other adult members of staff households within the boarding house is made clear to those individuals, staff and pupils.
- 10.14 Any Boarders' access to staff accommodation is properly supervised and does not involve inappropriate favouritism or inappropriate contact between staff and Boarders.
- 10.15 All persons visiting boarding accommodation are kept under supervision by Supervisors and are not permitted to gain substantial unsupervised access to boarders or to their accommodation.
- 10.16 All Supervisors are aware of and know how to implement the School's policy in relation to pupils going missing and their role in implementing that policy. Staff will actively search for children who are missing.
- 10.17 Access to high risk areas (ie. Sports Hall / Swimming Pool / Music Block / Art Block) is only allowed under staff supervision.

11 Missing pupil procedures

- 11.1 Where a pupil is believed to be missing, the member of staff in charge should make reasonable initial enquiries into the pupil's whereabouts, including where appropriate:
- 11.1.1 double checking that the pupil is not absence due to notified illness absence, school trip or away match;
 - 11.1.2 checking the signing out book;
 - 11.1.3 checking with the Medical Centre;
 - 11.1.4 speaking to the pupil's friends to determine his / her whereabouts;
 - 11.1.5 calling the pupil's mobile phone.
- 11.2 If the member of staff is unable to determine the immediate whereabouts of a pupil, he / she should report the absence to the School Office without delay.
- 11.3 The Deputy Head will then arrange a search of the school buildings by Teaching and Admin staff and grounds by Estates staff.
- 11.4 If the pupil is still not found the Deputy Head will notify the Head, the Police and the pupils' parents. The School will then liaise with the Police in the continued search for the missing pupil.

- 11.5 In the case of a boarder who is missing at night or fails to return to the house at the agreed time, the Deputy Head / Head should be informed without delay and before the above procedure is followed.
- 11.6 A decision will also be taken in accordance with the College's safeguarding policy as to whether the School should also contact children's social care in line with local procedures.
- 11.7 The School will keep a full written record of any incident of a missing pupil.
- 11.8 School attendance registers are carefully monitored to identify any trends. Action should be taken in accordance with the School's Child Protection Policy and Procedures if any absence of a pupil from the School gives rise to a concern about his / her welfare. The School shall inform the applicable local authority in the appropriate circumstances of relevant absences and where any pupil who is going to be deleted from the School's admission register.

12 Educational visits

- 12.1 Details of the procedures and recommended Ratios for educational visits, school trips, off-site visits, study and cultural visits, adventure activities and expeditions, overseas trips and residential trips are contained in the School's educational visits policy, which should be read in conjunction with this policy.
- 12.2 In the event that some Supervision is to be provided by staff from external agencies, trip providers, tour operators or home stays, then the School will ensure that External Providers are appropriately trained and qualified, and checked in accordance with the School's child protection procedures and the applicable guidance available at the time.
- 12.3 The School will ensure that arrangements in respect of Supervision and the responsibilities for pupils are clarified in advance with External Providers, and that it is made clear from the outset whose instructions pupils should follow at all times.

13 School arranged transport

- 13.1 The School will make adequate arrangements for the safety and Supervision of pupils on all Authorised Journeys.
- 13.2 The exact nature of the arrangements for the safety and Supervision of pupils on Authorised Journeys will be determined by reference to the appropriate risk assessment, the terms of this policy and other relevant School policies (such as the educational visits policy).
- 13.3 Only Transport Providers, including bus, coach and taxi companies or other external transport providers, who have been approved by the School will be used on Authorised Journeys.
- 13.4 As part of the School's vetting and approval procedure, the School will ensure that all Transport Providers and their drivers have the appropriate licences and insurance in place and that they have undergone suitable child protection checks in accordance with the School's safeguarding and child protection procedures and appropriate legislation and guidance applicable at the time.
- 13.5 The School does arrange buses and coaches to and from School. If a child is not collected, drivers will inform the School Office who will then inform the Deputy Head / Head.⁶

⁶ Policy should reflect practice.

14 Monitoring and review

- 14.1 Relevant risk assessments and any action taken in response to risk assessments will be monitored regularly by the Deputy Head or another senior member of staff and the EVC.
- 14.2 This policy and related School procedures will be reviewed annually by the Deputy Head or another senior member of staff, and updated as necessary.⁷
- 14.3 In undertaking the monitoring and review of relevant risk assessments and this policy (as necessary), the Head will take into account any complaints, accidents or incidents that may indicate problems with Supervision arrangements and any issues raised about Supervision by individual members of staff, parents and / or pupils.

15 Linked policies

- 15.1 This policy should be read in conjunction with policies covering the following areas:
- first aid
 - educational visits;
 - health and safety;
 - visitors and security;
 - safeguarding and child protection;

Effective date of the policy	1st February 2017
CLG Responsible Member	Andrew Free, Deputy Head

Authorised by	Board of Governors
Signed	Mark Edwards, Chair of Governors
Date	3 rd February 2017

⁷ Best practice but not required by IS standards regulations, EYFS and NMS - the IS standards regs do not require the School to have a specific supervision policy.

Appendix A

Day Pupils Leaving Junior School

The times children finish depend on whether or not they are involved in activities. (See Section D for details about After School Activities.)

Monday **4.00 pm** - Years 5 and 6 in team squads will have games practices until **5.15 pm**

Tuesday **4.00 pm or 5.00 pm** depending on whether they have After School Activities/Clubs

Wednesday **4.00 pm (4.15 pm for Years 5 and 6)**
Note: Years 5 and 6 may be involved in a school match, which could mean a later finish time

Thursday **4.00 pm or 5.00 pm** depending on whether they have After School Activities/Clubs

Friday **Years 3 and 4** may leave at **3.30 pm**
Years 5 and 6 at **4.15 pm**

- i) Day pupils may do supervised prep until **5.45 pm** on any day, Monday to Friday, if this is more convenient for parents' travel arrangements. Form teachers check each morning which children are staying late that day. Names of children who are staying late are put on a 'Late List' for the MOD to check. After 5.45 pm your child will be taken to the boarding house.
- ii) A roll call is taken of all children on site after the end of school so that the MOD can check who is on site, what they will be doing and where their activity will take place. Their names will be added to the 'Late List' if not already listed. When a child is collected they **must ensure** that they 'sign out' with the MOD, otherwise the MOD will make phone calls to parents to check whether or not that child has been collected. When the 'After School Club' bell goes, day pupils still in school on any evening should go to prep in the Junior Resource Centre (ICT Suite), from where parents may collect them, or from where they will be escorted to the buses.
- iii) Please allow a few minutes extra for clearing-up or changing. In the weeks when they have House or form duties, Years 5 and 6 children are expected to complete these and report House duties to the **MOD** before going home. Please use car-parks as for arrival at school in the morning.
- iv) Day pupils waiting to be picked up at the end of the day should wait in, or by the school buildings (Haynes/Birchall). They should **not** wait beyond the planters by the drop off point adjacent to the caged area, on the front drive or on the main road. For the **safety of all children**, parents are particularly requested to ensure that their child follows these rules.
- v) Children may only leave school in the company of a recognised adult unless permission has been requested by parents in writing. A recognised adult means a parent, guardian or other adult (e.g. another Queen's parent or family friend)

nominated by the parents. In emergency, parents may telephone the school with instructions for their child that day.

- vi) During term time no child is allowed to travel in a car other than that driven by parents, guardians or members of staff unless prior permission is given in writing by parents or guardians.
- vii) If their lift is late, the child should come into school and ask the MOD or Matron to find out what has happened. Children should not wait outside. In **no** circumstances should they leave the school grounds – this includes going down to Senior School, to a friend's house or trying to walk home. Any day pupils remaining after 5.45 pm may be taken across to the dining-room in Senior School with the boarders; they may eat supper with them by prior arrangement. Please contact school if supper is required.

Children wishing to **cycle** to school should have passed the Bikeability test. Parents should inform the school in writing if their child intends to cycle to school. Children **must** wear a helmet and follow school cycle rules; in particular, they **must** wheel their bicycles on school grounds, and if they need to cross Trull Road they should do so on foot at either the zebra or pelican crossings nearby. **Cycling within the school grounds is not allowed.** Bicycles brought to school should be insured by parents and also named. Day pupils' cycles should be locked in the cycle racks. No child is allowed to borrow another child's bicycle.