



# High March

## MISSING PUPIL, SECURITY AND SUPERVISION POLICY

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<b>Page number of any significant changes in latest revision:</b>	
<b>Date of next review:</b>	September 2025
<b>ISSR Reference</b>	ISSR 14

This policy applies to the Early Year Foundation Stage, Key Stage 1 and Key Stage 2

### Useful Websites

[www.education.gov.uk](http://www.education.gov.uk)

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## Missing Pupil, Security and Supervision Policy

**This policy and procedure does not cover normal absences through illness.**

**For children missing from education please see our Child Protection and Safeguarding Policy and the CME guidance in KCSIE September 2024 [Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/keeping-children-safe-in-education)**

This policy applies to all the children in the School, including those in the Early Years Foundation Stage (EYFS). Within school we take all possible precautions to prevent a child from going missing. It is important that up to date contact information for parents and carers is provided and that the School Office is informed if these details change. Staff should ensure that the electronic registers of attendance on Engage are completed accurately by 8.55am and 2.15pm at Upper School and 9.10am and 2.10pm at Junior House. The Attendance Officers at Junior House and Upper School will check registers and will follow up on any unexplained absence as per the Attendance and Registration Policy.

### Missing Pupil Procedure

**In the event of a member of staff fearing that a child has gone missing whilst at School:**

Staff should always be aware of which children should be in their classes so that the absence of any child can be ascertained at the beginning of a lesson. At Upper School the peripatetic lesson timetables for music and drama are shared, and daily rotas are displayed on monitor screens in the Atrium and pupil absences are displayed on the staff notice board. At Upper School staff will use their experience and judgement as to the credibility of any explanation given by the class. If no explanation can be found or if the member of staff has any doubt as to the reliability of an explanation the following procedure is followed:

- If a teacher suspects that a child is missing from a lesson or activity, they must contact a member of the Senior Leadership Team immediately. At Junior House this will be the Head of Junior House, Bursar or Headmistress. At Upper School this will be Head of Upper School, Deputy Head (Teaching & Learning) or the Head of Learning Support. Records must be checked to see if the child has been signed out by a parent or carer during the day. At Junior House the signing in/out book is in the Receptionist's office and at Upper School it is by the front door.
- The club registers at Upper School must be checked for attendance at a club and a check made with the teacher in charge of the club the child attends for any changes or temporary arrangements.
- The SLT member and any available teachers and classroom assistants will carry out a thorough search of the building, including outside areas, toilets and storage areas. The school CCTV footage will also be viewed to identify any child leaving the school site. The Headmistress must be informed as soon as possible.
- Children will remain in their classrooms under adequate supervision whilst a search of the grounds is made. The safety and care of other children is paramount so the

security of the school and the number of staff remaining to supervise the other children must meet EYFS requirements and be adequately maintained while the search continues.

- If necessary, staff will promptly, but calmly direct pupils to the Fire Lines and designated members of staff will supervise the children.
- Staff will count and name check all the children present against the class register whilst the groups are assembled in one place.
- A thorough check of all exits will be made, to ensure all gates / doors are locked / bolted and there are no other ways a child could have left the school. If something is discovered this needs to be drawn to the attention of the Headmistress immediately.
- If the child has not been found after 10 minutes from the initial report of them as missing, then the Headmistress will contact the child's parents to inform them of the situation and to ascertain:
  - Whether the child is at home
  - Whether the parents know of any reason the child might leave the school premises
  - Whether the parents have any idea of where the child might go
- If the parents do not have the child then the Headmistress will notify the police. Once the police have been informed staff should continue with the search until advised otherwise.
- When contacting parents/carers, the Headmistress will ask them to bring with them a recent photograph of their child if one is not available at School.
- If the 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 school buildings will continue and be carried out by senior members of staff with the help of other members of staff available.
- A full record of all steps taken must be recorded by the staff involved in searching for a missing child. The recording of such information must be done as soon as practicable, but must not impede the search.
- Once the incident is resolved the Headmistress and staff will review relevant policies and procedures and implement any necessary changes.
- Consideration must be given to the need to inform ISI of any incidents. If appropriate, a review and new risk assessment should also be completed to minimise the possibility of the incident happening again.
- If the School is alerted to a Year 6 child going missing whilst walking home independently, the SLT late duty staff member will check the independent travel register, located in the gate folder, which has information provided by parents about the route the child will take home. Staff will then liaise with parents, and the police if necessary, to arrange a search of the designated route.

**In the event that a child goes missing whilst the parent or carer is on the premises, such as at the beginning or end of the school day, the following procedure should be followed:**

### **Junior House**

- The Headmistress will be informed by the member of staff who is aware of what has happened.
- The Headmistress will take her mobile phone and liaise and remain with the parent concerned.
- The Head of Junior House will be contacted.
- The Head of Junior House will organise a search of the sites by all available staff including the office, grounds and bursarial staff.

**At this point the parents will be asked if they wish the police to be notified. If the parents cannot be contacted, then the School will contact the police.** The search may be extended to surrounding roads by car or on foot.

### **Upper School**

- The Head of Upper School (HoUS) and Deputy Head (Teaching & Learning) will be informed immediately.
- The Headmistress will be informed by the member of staff who is aware of what has happened and the Headmistress will go straight to Upper School taking her mobile phone with her.
- The Head of Upper School who is also Deputy Head (Pastoral) will take her mobile phone and liaise and remain with the parent concerned.
- The Deputy Head (Teaching and Learning) will organise a search of the sites by all the available staff including office, grounds and bursarial staff.

**At this point the parents will be asked if they wish the police to be notified. If the parents cannot be contacted then the School will contact the police.** The search may be extended to surrounding roads by car or on foot.

### **Attendance at After School Activities (including Swimming) at Junior House**

Registers of children attending clubs, prep, swimming or After School Care are shared electronically with staff. There are also hard copies of the registers kept in the Junior House Office and the Upper School Office. If parents inform the office or class teacher that the child will not be attending the after-school session that day, the member of staff responsible for the after-school session will be informed.

The children are accompanied by the staff to the designated rooms for their refreshments and wait for the start of clubs etc. A register is kept of the children attending sessions each day. If the School Office receives notification that a child will not be attending, the register will reflect this.

At the end of refreshments the children are collected by the staff for their activities. The staff are required to keep a register for their activity as an extra check. If a child appears in Clubs Refreshments and there is no record of them attending the session a member of staff will check with the Office before calling parents. If a child who should be attending the session is missing then the procedures outlined above for a missing child will be followed. At the end of an after-school activity the club leader will accompany the children to be collected. If children are not collected, they will be taken to After School Care.

### **Attendance at After School Activities (including Swimming) at Upper School**

Registers of children attending clubs, prep, swimming or Late Stay are shared electronically with staff and copies are placed in the Administrator Office at Upper School.

At 3:50pm, the children are sent to the designated rooms for refreshments and to wait for the start of clubs or Early Prep. Registers are taken by the members of staff on refreshments duty. If parents have informed the School that the child will not be attending the session that day, this will be noted on the registers by the Assistant Tutor.

If a child is on a club register, but is not present, then the registering member of staff will ask a colleague to check with the member of staff on gate duty to see if the child has been collected. They should also check the absence board in the staffroom and the signing in and out book. If these checks do not locate the child, then the member of staff will ask the School Office to call the parents straight away. The member of staff should wait to hear back from the School Office for confirmation that the child has been located and note this on the register. If the child has not been located then the procedures outlined above for a missing child will be followed.

At 4pm the children are collected by the staff for their activities. Swimming staff will walk swimmers down to the pool.

At the end of a club at Upper School, club leaders will accompany the children to collect their bags and the children will be taken to the blue gate where their club leader will dismiss them. If children are not collected, they will be taken to Late Prep (which takes place at Upper School). If a child is going on to attend a further session such as Swim Squad, another register will be taken at the start of that session. Where the child goes to next is recorded on the early club register too.

If a child is not collected from Late Prep at 5:30pm or are booked into Late Stay, they are taken to Junior House for Late Stay. If a child is not collected by 6pm, the SLT duty staff member will make contact with the parents to confirm a collection time. The SLT Duty staff member will remain with the child until parents arrive.

### **Educational Visits**

On visits we have a high ratio of adults to children to ensure the safety of the children at all times. Risk assessments are completed and approved by the EVC or Bursar before visits take

place; including the procedure in the event of a missing child. (Please refer to Health and Safety, Educational Visits Policy.)

### **Swimming Pool**

In the case of children using the school pool, provisions of the High March Normal Operating Procedure and Emergency Action Plan Policy should be observed. The number-coded security door must remain locked and all staff must check this carefully when leaving the pool and ensure that the external door to the pool house is kept closed after entry.

In the event that a child is lost, the pool should be evacuated, the changing rooms, and pool house thoroughly searched and an immediate search undertaken for the child. There are always a minimum of two members of staff at the swimming pool. One member of staff should search the pool house and the second and any other staff should supervise the evacuated children. The procedures for missing pupils outlined at the beginning of this policy should then be followed if the child is not found.

### **Security**

We aim to provide a safe and secure environment in which pupils learn, staff and contractors work and others can visit.

The person in overall charge of security procedures is the Headmistress. She will be assisted by the Bursar and the other members of the Senior Management Team. All members of staff are responsible for implementing this policy and ensuring the daily safety and security of everyone within the School.

### **Gates**

During the school day the gates into the main school areas and buildings, including the pool area, are kept locked.

### **Entry to the school**

All visitors at these times enter through the main door at Junior House which is monitored by security cameras in the School Office. At Reception in Junior House visitors sign in electronically and a visitor's badge is given to all authorised visitors. At Upper School visitors enter through the front door and sign in electronically in the entrance hall. A visitor's badge is then issued with either a green lanyard or a red lanyard. Any visitor in school without a badge should be challenged by staff and their presence checked with the Office.

Additionally, visitors with a red lanyard need to be accompanied by a staff member when on site, while those with a green lanyard have had their checks and are allowed to be on the site without a staff member to supervise them.

The coded security gates and side gates are opened at the following times to facilitate parents and children entering. The codes are changed regularly. Apart from the blue swimming pool gate which has a code, the other blue gates at both Junior House and Upper School are opened via a fob. Fobs are issued to the staff by the Bursar.

The persons responsible for opening and closing these gates are listed below:

### **Upper School**

8:00am open	Duty SLT member (Small Blue Gate)
8:25am close	Duty SLT member (Small Blue Gate)
3:50pm open	Duty Teacher (Large Blue Gate)
4:00pm close	Duty Teacher (Large Blue Gate)
4.45pm open/close	Club Leaders (Large Blue Gate)
5.30pm open/close	Club Leaders (Large Blue Gate)

### **Junior House**

#### **Sandelswood End Gate**

8:30am open	Member of staff who is on 'Gate Duty' 8:50 am close Member of staff who is on 'Gate Duty'
3:25pm open	After School Care Supervisor
3:50pm close	The member of staff who is on duty doing Refreshments in The Den

### **Phones**

There are phones in most rooms around the two sites which ensure that staff can be contacted in the event of an emergency or in order to facilitate staff contact with the Office. A full list of contacts is displayed by each phone.

### **Movement between sites**

Members of staff always accompany children moving between sites, with the exception of those girls in Year 6 whose parents have given the school written permission to walk from Upper School to Junior House to meet siblings. This is recorded in the Gate Folder.

At the end of prep any girls not collected at Upper School are accompanied by the teacher on duty down to Junior House to join Late Stay.

## Supervision

### Before School

#### Junior House:

Children arriving at School between 7:30am and 8:00am are taken to the Den (FS, KS1 and KS2), where they are supervised by a Teaching Assistant in 'Up With the Larks'. Children are provided with breakfast during this session. At 8:00am Junior House children join their respective group for 'Early Birds' and the Teaching Assistant takes any Upper School children to Upper School.

Children arriving at School between 8:00am and 8:30am are taken to the Den (KS1) or the Nursery (FS) where they are supervised by Teaching Assistants at 'Early Birds'. When this finishes at 8.30am, Nursery and Reception children are accompanied to their classrooms. Years 1 and 2 children make their own way to their classrooms. A register is kept of those attending this session.

#### Upper School:

Girls arriving at school between 8:00am and 8:25am are supervised in the playground or the hall (if the weather is inclement) by the Assistant Tutor before lining up to be dismissed by the Duty Teacher to go to the classrooms.

### After School

#### Junior House

Once collected by parents, children are deemed to be under their supervision. Those girls staying for the After School Activity Programme will be accompanied by the Teacher or Teaching Assistant, who has an updated list of those attending clubs or After School Care, to the room designated for refreshments before clubs. Children attending After School Care will be taken directly to the Den (KS1) or the Nursery (FS) for their refreshments at the end of the day. If a child is not collected after School and is not taking part in an activity or registered for After School Care, the teacher will leave the child in After School Care and then ask the School Office to contact the parents. The whereabouts of the parents will then be relayed to the staff in After School Care.

#### Upper School

The staff member on gate duty at 3.50pm collects the Gate Duty folder which contains information about Year 6 pupils who have permission to travel home independently and any changes to regular pick-up arrangements for other pupils. This is updated daily by the Upper School Administrator. Staff members and club leaders are responsible for dismissing pupils at the end of clubs and prep sessions.

### Movement around the school during the school day

In Junior House when girls are sent on an errand or for medication they are sent in pairs for safety reasons. Staff will always be aware of the length of time such absences should take



and can phone the Office from one of the strategically placed phones if they need to check on a child's whereabouts.

In the EYFS, the children are supervised at all times and in all areas from the moment they are dropped off at School until they are collected at the end of their session. All members of staff supervising are well-qualified and ratios are adhered to in line with the requirements of the EYFS framework.

Play areas are supervised by a suitable number of staff. Other staff are always within calling distance in case they are needed.

Movement around Upper School should be calm and quiet. Pupils may move around the school individually to use the toilets, collect items, run errands or attend peripatetic music and drama lessons. Where pupils need to leave a lesson to attend a peripatetic lesson at a specific time the peripatetic teacher would contact the form teacher if the child does not attend.

### **Playtime Supervision at Junior House**

There are always at least five members of staff on duty outside and one inside at play times at Junior House. For safety reasons a system of bands is used to track the children entering the buildings for the toilet, first aid or other reasons. Six red bands are kept for girls visiting First Aid and eight blue bands for girls visiting the toilets. By controlling the number of bands it can be ascertained how many children are in the building in the case of an emergency such as fire.

In Junior House access to all teaching rooms is not allowed at playtimes unless there is a specialist lesson.

### **Playtime Supervision at Upper School**

At morning break when all Upper School pupils are out at play there are always three members of staff on duty. At lunchtime, there are always two members of staff on duty outside with another member of staff on duty in the dining hall during the first half of the lunch period. During the second half of the lunch period, when more pupils are outside, supervision outside is increased to three members of staff. For safety reasons a system of bands are used to track the children entering the buildings to attend library sessions, for the toilet or first aid and indoor retreat spaces. . By controlling the number of bands it can be ascertained how many children are in the building in the case of an emergency such as fire.

If a child needs to go to the toilet or re-enter the school building during break times they must seek permission from a duty teacher to leave the playground and put a band on; 10 red bands are available. If a child needs to visit the library they must seek permission to go to the library and put a green band on; 10 bands are available. Children must inform the duty teacher when they return to the playground. Blue bands for access to indoor retreat spaces are kept in the welfare room and children must seek permission from the Welfare Officer, who monitors these spaces, to collect a band and use an indoor space with a friend

First aid assistance should be provided in the first instance by duty staff in the playground, using the medical supplies in the outdoor classroom. If a child needs further treatment or the nature of the injury is more severe they should go to the medical room with another child or with assistance from staff. In Upper School access for pupils to specialist teaching rooms is only allowed when a member of staff is present or when permission has been sought and granted.

## **Changing Supervision**

### **Junior House**

The responsibility for supervising pupils changing before or after a lesson falls to the class teacher and Teaching Assistants for PE and Ballet and the Teaching Assistants with swimming staff for swimming.

### **Upper School**

The responsibility for supervising pupils changing before and after sports lessons falls to the member of staff coaching the group or team. Planning should incorporate the changing times to allow staff and pupils to reach their next lessons promptly. When changing early for away matches or for activities, it is the duty of the teacher in charge of the activity or coaching the team to supervise pupils changing. Where a male coach is employed, arrangements will be made for the pupils to be supervised by a female member of the School staff.

## **Notification and collection of sick children**

In the event that a child becomes ill during the school day at Junior House a teacher or the welfare assistant may ask the Office to contact a parent in order to arrange for the collection of the child at Junior House. The Head of Junior House will be informed of any child being sent home.

At Upper School the member of staff will consult with the School Medical and Welfare Officer before contacting parents to arrange for collection. The Head of Upper School will be informed of any child being sent home.

### **Junior House**

Once the parent has been contacted and their time of arrival is estimated, the child will be accompanied by a Teaching Assistant or Teacher to the First Aid area to await collection. The School Medical and Welfare Officer, a Teaching Assistant or other member of staff will stay with them until the parent arrives.

### **Upper School**

Once the parent has been contacted and their time of arrival is estimated the child will remain in class. The teacher will contact an available member of staff and arrange for the child to be taken to the entrance hall for collection when the parent arrives. If a child is unable to wait in the classroom and is in the first aid room, the School Medical and Welfare Officer, the Upper School Administrator or a teacher will stay with the child until the parent arrives. If there is no member of staff available to supervise the child a member of the

Office staff will collect the child and take her to the School Office to wait. Children who are contagious or infectious must wait in the first aid room under supervision.

#### **In the event of a child not being collected**

Parents record if their child will be collected by somebody other than themselves. Parents are to inform the School either by writing this information in the Home/School Diary or by contacting the School Office. Children are only released to their parents or people who have been given permission to take the child. If a child is not collected at Junior House we will, in the first instance, call the parents to establish the arrangements that they had for the collection of their child. If we are unable to contact the parents, we have contact details for other adults (given by the parents) who may be called to assist in such a situation. At Upper School if a child is not collected at the gate by 4pm they are booked in to Early Prep supervision by the member of staff on gate duty.

Uncollected children in Nursery and Reception wait in Foundation Stage After School Care until they are collected.

Uncollected children in Year 1 and Year 2 wait in Stage After School Care in Carngray.

Uncollected children in Upper School are placed in Early Prep.

Uncollected children after clubs and prep have finished will be taken to Late Stay.

#### **Related Documents:**

- Child Protection and Safeguarding Policy
- Fire Safety Policy
- Health and Safety Policy
- Health and Safety – Educational Visits Policy
- High March Swimming Pool NOP / EAP / PMP