



ST PAUL'S SCHOOL
Juniors

Supervision of Pupils Policy

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This policy is available on the Handbook page of the School Intranet and policies page of the School website and can be made available in large print or other accessible format if required; such requests can be made by email to: policyquery@stpaulsschool.org.uk

1. Arrival

- 1.1 The earliest time that pupils can arrive at school is 7.45am. Pupils are not allowed in the school building before this time and should wait in the Barn upon arrival.

2. Times of Duties and Numbers of Staff Involved

2.1 Before school

2.1.1 7.45am – 8am

One member of the School Leadership Team (SLT) is on duty in Zone A. Pupils remain outside in the Barn until 8am unless supervised inside by a member of staff for a specific activity.

2.1.2 8.00am – 8.20am

At 8am a bell sounds. At this point pupils are allowed inside the building to drop off their bags. They must then go outside unless their Form Tutor is in their Form room. Pupils must not congregate in corridors as this blocks the passageway for those arriving in school.

Six members of staff are on duty during this time: two outside and four inside.

Of the members of staff outside, one takes responsibility for Zone A and the other for Zone B.

The member of staff on duty in Zone A should position themselves near the North East corner of the building and the Barn playground area. The member of staff on Zone B should be positioned adjacent to the Adventure Playground and the Mini Muga.

A car park attendant is also on duty and is responsible for monitoring traffic and the safe crossing of roads throughout the morning break.

The four indoor duty staff each cover one of the following areas: rooms 1 - 4; rooms 5 – 8 and Hall corridor; rooms 21 - 24 & 9 - 11 and rooms 12 - 20. Form Tutors must be in their classrooms from 8.15 onwards.

2.2 Morning break

2.2.1 10.15 – 10.35am

All Pupils are expected to go outside during morning break unless they are supervised by a member of staff.

Six members of staff are on duty during this time: four outside and two inside.

Of the members of staff inside, one will patrol the upstairs corridors and one will patrol the downstairs corridor.

The four members of staff outside will supervise Zones A, B and C.

The member of staff supervising Zone A must monitor the back of the Changing Rooms, the Barn Playground and the back of the Barn, leading towards The Wathen Hall. This person should periodically check the changing rooms are not being used by pupils as a play area.

One member of staff supervising Zone B must monitor the adventure playground and the area in front of the main school building. Pupils must not play ball games at the front of the school, nor should they walk across the grass by the flagpole when it is wet.

The second member of staff supervising Zone B must monitor the Upper First Year garden, the mini MUGA and the area surrounding East House.

The member of staff supervising Zone C should position themselves near the MUGA. If pupils are using the top fields, the member of staff should patrol the playing fields and periodically check the MUGA.

A car park attendant is also on duty and is responsible for monitoring traffic and the safe crossing of roads throughout the morning break.

2.3 Lunch break

2.3.1 During lunch break supervision arrangements are as follows:

Area	Timing	Number of Staff & Duty Location
Dining Hall	11.55am - 12.20pm	4 staff as follows: <ul style="list-style-type: none"> • One supervising the outside lunch queue • One supervising the inside lunch queue • Two members of staff supervising eating
Playground	11.55am - 1.15pm	1 car park attendant responsible for monitoring pedestrian crossings and traffic
	11.55am – 12.20pm	3 staff as follows: <ul style="list-style-type: none"> • One supervising Zone A • One supervising Zone B; the area in front of the main building is not to be used during this time. • One patrolling inside the main building
	12.20pm – 12.50pm	6 staff as follows: <ul style="list-style-type: none"> • One supervising Zone A • Two supervising Zone B. One supervising the area in front of the main building and the adventure playground; the other

		<p>supervising the mini Muga, the Upper First garden and the area around East House.</p> <ul style="list-style-type: none"> • One supervising the MUGA in Zone C • One supervising the top field in Zone C • One patrolling inside the main building <p>When the fields are out of bounds, the member of staff on duty in Zone C should assist in the supervision of Zone B.</p>
	12.50pm – 1.15pm	<p>6 staff as follows:</p> <ul style="list-style-type: none"> • One supervising Zone A • Two supervising Zone B. One supervising the area in front of the main building and the adventure playground; the other supervising the mini Muga, the Upper First garden and the area around East House. • One supervising the MUGA in Zone C • One supervising the top field in Zone C • One patrolling inside the main building <p>When the fields are out of bounds, that member of staff should assist in the supervision of Zone B.</p> <p>The members of staff on Duty in Zone C should blow a whistle at 1.10pm so that pupils arrive back at the main playground promptly for afternoon registration.</p>

2.3.2 A staggered lunch queue is in operation. The member of staff running the outside lunch queue is responsible for calling pupils to lunch. They should do so by using the walkie talkies to communicate with the members of staff on duty in Zones A and B.

2.3.3 The member of staff monitoring the inside queue for lunch is assisted by monitors. It is important to ensure that pupils are lined up sensibly and that the serveries do not become too crowded.

2.3.4 The members of staff supervising pupils eating are First Year teachers. Their main focus is to ensure that pupils in the First Year are eating enough (including vegetables and/or fruit). They should also monitor the length of time that the younger pupils spend having their lunch and, if pupils are seen to try to leave quickly or have not eaten very much, they should be asked to

sit down to eat a bit more or to try something else to eat. They should also keep an eye on general standards of behaviour and table manners throughout the Dining Hall.

- 2.3.5 All members of staff are encouraged to sit with pupils once a fortnight.
- 2.3.6. All members of staff should challenge any poor table manners or undesirable behaviour in the Dining Hall and common courtesies are encouraged.
- 2.3.7 At 11.55 each Monday, Third Year Pupils get changed for Games before going to lunch. At other times of the week the Sports Department may request pupils change at another agreed time. A member of the Sports Department will supervise the changing.
- 2.3.8 During the first two weeks of the academic year all Lower First and Upper First Year teachers, should escort their Forms to lunch and wait until all pupils are seated.

2.4 Afternoon break

- 2.4.1 There is a short break between Periods 6 and 7 from 2.35pm to 2.40pm. Staff teaching First Years may extend this break by five minutes based on their professional judgement of the pupils' needs.
- 2.4.2 Pupils in the Lower First and Upper First Years play outside during this time and a member of the Lower First or Upper First Year teaching staff and the Classroom Assistant will supervise this break.
- 2.4.3 Pupils in the Lower Second Year and above do not have a supervised break time: instead, they should use this five minute period to change their books, use the toilets if necessary and then make their way to the next lesson. All staff must take responsibility for monitoring corridors and stairways during this time.

2.5 After school

- 2.5.1 At 3.50pm lessons end. Pupils should make their way back to the Form Rooms where a member of staff (usually their Form Tutor or Assistant Form Tutor) will help them organise their belongings and tidy the classroom.
- 2.5.2 At 4.00pm Pupils in the First Years are escorted to Zone B by their Form Tutor where they are handed over into the care of the adult who is taking them home or dismissed to their school bus. Pupils in the Lower Second Year and above are dismissed from their Form Rooms by their Form Tutor, or another teacher if the Form Tutor is not available (for example, if away on a sports fixture).
- 2.5.3 Pupils who are being collected by car should make their way to the Bowl area. The safest route to the Bowl is via the front of the Music School and then the steps, which avoids pupils having to use the pedestrian crossing by the turning circle.
- 2.5.4 One member of staff is on duty at the end of the school day from 4.00pm until 4.20pm. They should supervise the dismissal of all Pupils, particularly those in the Lower Second and above and take responsibility for handing over pupils who have not been collected to the School

Office. A car park attendant is on duty and is responsible for monitoring traffic and the safe crossing of roads.

- 2.5.5 **Pupils are not permitted to play games at the end of the school day as they should be going straight home.** The Adventure Playground and the Mini Muga are out of bounds to all children after school ends.

2.6 Late collection of pupils at the end of the school day

- 2.6.1 Pupils should make their way to the School Office if they are not collected as expected, or when sent there by the duty teacher. They should inform the Receptionist that they have not been collected. At 4.20pm the member of staff on duty should conduct a sweep of the outside of the main building and send any remaining pupils to report at the School Office. The member of staff should then go to the foyer and check that all Pupils have made themselves known to the Office so that calls home may be made.
- 2.6.2 If the pupil has not been collected by 4.30pm, the nominated secretary in the Office will attempt to reach the parents of the pupil to establish a collection time.
- 2.6.3 If contact is made with the parents, and they are unable to collect before 5.00pm, then before the secretary goes home, the pupil will be sent or escorted (depending on the age of the pupil) to St Paul's where he will wait in the main reception for his parents to arrive. The St Paul's duty porter will be given the contact details of the parent collecting the Pupil by the St Paul's Juniors Office staff, in person if escorted, or via email if unescorted.
- 2.6.4 If contact has not been made with the parents by 5.00pm, then the Office Staff will hand the matter over to a member of the SLT who will continue to attempt to reach the Pupil's parents. Once contact has been established, the Pupil can then be escorted to the St Paul's Reception to wait under supervision until he is collected.
- 2.6.5 If a member of the SLT is not immediately available, then the Pupil should be taken across to wait in the St Paul's Reception and a message left on the parents' answerphone to inform them where their son is waiting for them. The Office Staff should contact one of the members of the SLT by mobile phone so that the information about the pupil has been passed on.
- 2.6.6 In an emergency a Pupil can be taken into the care of the St Paul's Boarding House. A member of the SLT will inform the Pastoral Deputy Head that this is happening and will then make arrangements with the Boarding Housemaster or Duty House Tutor.
- 2.6.7 The School monitors the late collection of pupils carefully. Where a pupil has been collected late on three occasions, the Pastoral Deputy Head will contact parents and request an improvement in punctuality. Thereafter, the Head will write a formal letter to parents.

3. Duty Principles

- 3.1 All staff must be aware of the legal implications of not doing a duty either by intent or forgetfulness. Damages and accidents resulting from negligence can cause much anguish and distress for all concerned.
- 3.2 In cases when a member of staff knows that he/she will be missing a duty (for example, attending a meeting, course or out on a school trip), a duty swap should be made with a colleague. Cover for duties should not be requested other than as a last resort, except when a member of staff is unwell in which case cover will be organised for the duty.

3.2 Inside the building

- 3.2.1 Other than during a wet break, pupils should not be in classrooms unsupervised.
- 3.2.2 Where a pupil is waiting for a member of staff to arrive, he should wait in the corridor outside the classroom or be asked to return later (at the discretion of the teacher on duty).
- 3.2.3 Pupils are not permitted to use iPads or any other electronic device unless supervised by a member of staff.
- 3.2.4. Staff on duty indoors should patrol their designated areas regularly and should, where appropriate, ask pupils to make their way outside.
- 3.2.5. The handover point for members of staff on inside duty is in the entrance hall by the School Office.

3.3 Outside duties

- 3.2.1 Members of staff on duty outside should have a walkie talkie with them.
- 3.2.2 Staff should adopt the following principles when on duty:
- Be active, positive and constructive - and be seen. These are essential attributes to reducing and preventing any incident(s) from occurring. Pupils need to be able to find the member of staff quickly if they need help.
 - While it is useful for duty staff to carry a mobile phone with them in case of an emergency, this must not be used during the duty for checking emails, sending text messages, etc.
 - Be especially vigilant towards suspected bullying, vandalism, graffiti, abuse of the changing room areas, etc.
 - Litter is the responsibility of the duty team – please keep alert to this and ask pupils to pick up litter if any is discovered.
 - At the end of the 12 – 12.25 pm duty and the 12.25 – 12.50 pm duty, the member of staff concerned should wait for the next person to take over from him/her.

- If the next person on duty has not arrived after about five minutes of waiting, colleagues should send a message to the office to locate that member of staff. However, they must continue to stay on duty until the next person arrives to relieve them of the duty.

4. Areas on a Rota System or Reserved For Certain Year Groups

- 4.1 The covered area in the Barn is used by Third Year Pupils according to the rota published on the intranet.
- 4.2 The Lower First Year Garden is reserved for Lower First Year Pupils only.
- 4.3 The Upper First Year Garden is reserved for Upper First Year Pupils only.
- 4.4 The Quad is available for use by Forms on a rota basis.
- 4.5 The Bowl is out of bounds as a general play area.
- 4.6 The adventure playground, mini MUGA and the MUGA are on a rota which is on display next to the relevant area.
- 4.7 Please refer to Appendix 1 for a map showing the areas that are in bounds for general play at break and lunch time.

5. Wet Breaks

- 5.1 In the event of inclement weather, the member of staff on outside duty at Zone B will declare that it is a wet break and, once he/she has informed the other duty teachers, makes a tannoy announcement to this effect. The Pupils should go inside to their Form Rooms. If the Form Room is in use for a Club, Pupils should go to the Barn. If the Barn is being used for a supervised activity they should instead go to the Library. Monitors are on duty to assist with supervision of the younger classes (Lower First to Lower Second Years). Pupils must not be in any Form Room other than their own.
- 5.2 The member of staff on duty at Zone A remains by the Barn to supervise the Pupils who are playing in this area and to send in any other pupils who are attempting to play outside when it is wet.
- 5.3 The member of staff on duty at Zone B patrols the downstairs classrooms in the main St Paul's Juniors building.
- 5.4 The member of staff on duty at Zone C goes over to East House to supervise the Lower First pupils. If there is adult supervision in East House, the member of staff on duty at Zone C should join the other duty staff in the main school building. If, at the start of lunch, there is no member of staff from the Lower First Year available to cover East House, supervision will be arranged

by the Senior Deputy Head and in her absence, the member of staff taking responsibility for cover that day.

- 5.5 The member of staff on inside duty patrols the upstairs classrooms in the main building.
- 5.6 If the weather improves and the Pupils can go outside again, the member of staff on duty at Zone B will make a tannoy announcement to this effect.

6. Off Games Supervision

- 6.1 A Pupil who needs to be 'off games' takes a note (or a parent sends an email) from home to the School Office, or the Form Tutor sees a note in the prep diary and sends the office an email. Office staff will add him to the 'off games' register.
- 6.2 Games staff and the School Nurse can also decide that a Pupil needs to be 'off games'. In this case the member of staff informs the office. Pupils do not decide for themselves, and if they arrive at school claiming that they should be off games but without a note, they should be sent to the School Office to request a call home confirming.
- 6.3 Pupils who appear too unwell to be in school at all are sent to the Nurse and normal procedures are followed from there.
- 6.4 If a Pupil forgets his kit, the PE / Games teacher will send him to the School Office for this to be recorded. He will then attend the off games session.

6.5 Lower First and Upper First Year Pupils (Tuesday and Thursday)

- 6.5.1 Form Tutors notify the Office as soon as possible and preferably before the end of Period 1 if a pupil is off games. First Year games lessons take place on Tuesday and Thursday morning during Periods 3 and 4. After morning break, off games Pupils take themselves with a reading book or prep to the Library, where the Librarian completes the register and alerts the Office to any mismatch between the register and the Pupils present. Pupils stay in the Library until lunchtime. If a Form Tutor wants to keep the Pupil for any reason they must notify the Librarian. When necessary, Pupils are supervised by the Teaching Assistant for part of the morning, to allow the Librarian to have a break.

6.6 Lower Second Year and above (Monday, Tuesday, Wednesday and Friday)

- 6.6.1 Third Year games lessons take place during Periods 7 and 8 on Monday afternoon and during Periods 6, 7 and 8 on Wednesday afternoon. Second Year games lessons take place on Tuesday and Friday afternoons during Periods 6, 7 and 8. Off games Pupils go with a reading book or prep to the room allocated on the timetable on the Sports Notice Board. The supervising teacher completes the register (located on the J:drive ADMIN 2018-19 folder) at the start of the session and sends an email to the School Receptionist confirming that all Pupils are present. Teachers should not make any changes to the register. Should a Pupil be present BUT NOT on the register, he must report to the School Receptionist. If a Pupil is found to be missing

the School Receptionist must be emailed immediately so that the 'Missing Pupils Policy' can be initiated.

6.7 For PE lessons, Pupils attend the lesson in uniform with a reading book.

7. Special Events Taking Place after School (Plays, Concerts, Leavers' Barbecue, etc.)

7.1 If an event is taking place after school, the organiser of the event needs to arrange appropriate supervision for all the pupils taking part from 4.00pm until pupils are dismissed. The assistance of other colleagues can be sought via the 'staff sign-up' sheet that is organised by the Senior Deputy Head at the start of each term.

7.2 If some Pupils are going home in between the end of the school day and the start of the event, the event organiser must have a register of all those who will be staying on site and all those who are going home. Parents who are intending to collect their son at the end of school should be asked to notify the organiser in writing so that the register is accurate.

7.3 Pupils who are staying on site between the end of school and the event must **not** leave the school grounds (for example, to visit the shops).

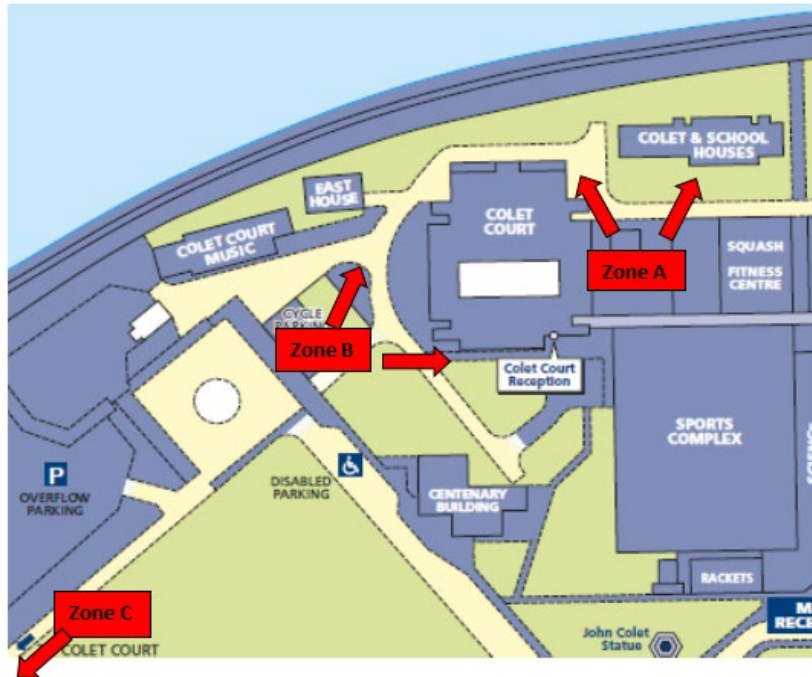
8. Early Finishes

8.1 When the school day finishes at lunch time, as it does at the end of each term, the 12.00pm duty should be conducted as usual by the two teachers on outdoor duty. This effectively becomes the end of the day duty. The members of staff on duty should remain in place until 12.15pm and then bring any pupils who have not been collected to the School Office so that contact with parents can be made by telephone.

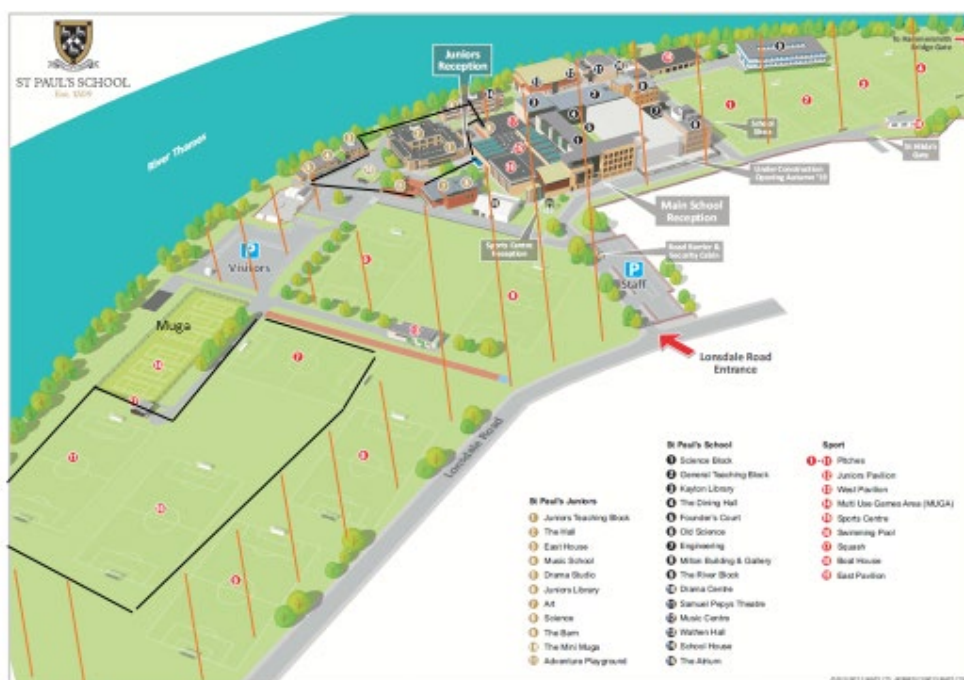
Appendix 1

Map of the School Site Showing Areas of Supervision and Areas that are In and Out of Bounds

Areas of Supervision



Areas where pupils are allowed to play



The red line indicates areas where Pupils may play at morning break and at lunchtime, with the following further restrictions:

- The use of the Barn, the Adventure Playground and the small and large MUGAs are in accordance with the published rotas.
- No ball games or the running games are to be played at the front of the school (the entire south side of the main school building) or near any of the side entrance doors.
- The main entrance door is only for the use of staff, parents and visitors during the school day. Pupils may use this door to leave the building after 4.00pm.
- The use of the school fields is dependent upon the weather. Usually play is allowed on the fields from the second half of the Spring Term until the Autumn half term Remedy. Announcements will be made through the tannoy or by the members of staff on duty.
- As indicated above, Pupils may not play on the lawn in front by the Wathen Hall, or in front of the main school building. Pupils are not allowed behind Colet House, East House, the Music School or the Centenary Building.
- The use of the Bowl is not permitted as it is allocated as an overflow car park during the school day.

Appendix 2

Care of Pupils who are Taking Part in Clubs or Activities Outside of the Normal School Day

1. This policy applies to all clubs and activities outside of the normal school day, including but not necessarily limited to:
 - Musical concerts;
 - Dramatic rehearsals and productions;
 - Activities run by adults who are teachers at SPJ e.g. Drama and St Paul's Youth Theatre
 - Sports fixtures (including swimming galas) and team training;
 - Clubs run by adults who are not teachers at St Paul's Juniors such as Aikido, Fencing and Street Dance.
 - Swimming Squad training operates under different arrangements – see section below.
2. The School needs to know which pupils are taking part in after school clubs. With the exception of swimming squad training, after school clubs do not operate a 'drop-in' style of membership: instead the group of children attending from one week to the next should be relatively consistent.
3. Before the first session of the club or activity takes place, the member of staff in charge should have a list of Pupils who are taking part, their parents' emergency contact details and a list of any emergency medication that any Pupils might require.
4. The membership list for the club should be left with the School Office. During the morning, the club list will be printed off the network (or photocopied from a master list). Absentees will be crossed off the list as well as any Pupils whose parents have informed the School that their son will not be attending the club that afternoon.
5. The member of staff in charge of the activity will also ensure that any Pupils who may require emergency use of an epipen or other emergency medication have this with them. If this is not the case, then:
 - If there is a spare epipen (or other medication) in the School Office and access to the Office is possible, then this medication should be obtained and replaced at the end of the club or activity;
 - If such spare medication does not exist, or the Office is locked and there are no key holders present, then the parents are contacted by the member of staff in charge who are asked to bring in the required medication.
 - The following members of staff should have a key to the School Office: all members of the SLT; the Head's PA, the School Secretary and the School Receptionist; the Director of Drama, the Director of Sport and the Director of Music. If a member of staff will be running an activity when the School Office is shut they should ensure that they are provided with access to the Office.
6. The member of staff in charge should take a register as soon as the pupils are collected from the meeting point or at the very start of the club. Any absentees should be reported to the School Office either by email or by telephone as soon as possible thereafter. The School Office will then attempt to contact the parents of the pupil concerned to find out whether he should have been at the after-school club.

7. The member of staff running the activity or fixture should supervise pupils for 10 minutes after the advertised collection time. Thereafter, pupils may be taken to SPS Reception where they may be handed over to the care of Porters. Upon doing so, the member of staff should provide the Porter with the relevant medical and contact details.

Swimming Squad Training

1. Registration

Pupils should go to the swimming pool as soon as they can after school. A register will be taken at the start of the session. This register will then be sent to the School Office. Pupils who arrive after 4.30pm will be deemed too late to swim. They will be sent to the School Office where contact should be made with their parents. These Pupils should be collected from the Office rather than the Swimming Pool.

2. Changing Rooms

All Lower First to Upper Second year Pupils will change in the small changing room. All Lower Third and Upper Third Year Pupils will change in the large changing room. When Pupils have finished getting changed at the end of their session, they should come back to the poolside and sit on the benches to wait for their parents. **Parents should collect their sons from the door nearest the Rackets Court.** There will be a member of staff in the vicinity of the changing rooms when Pupils are getting changed: If there are any problems in the changing rooms, Pupils should make this member of staff aware as soon as possible.

3. Finishing Times

Squad swimming sessions will finish promptly at 5.00pm. Elite squad swimming sessions will finish at 6.30pm. When Pupils leave the Swimming Pool, they should write their initials next to their name on the register so that it is clear that they have left the club.

4. Staff Absences

Swimming sessions will not take place when there is only one member of staff available. When this is the case the club will be cancelled and Pupils and parents will be notified as soon as possible.

5. Swimming Galas/Water Polo Matches

All information for swimming galas will be communicated to parents via email. Team sheets will be placed on the notice board directly outside of the main entrance door to the swimming changing rooms.

At the End of *all* Clubs and Activities

1. Pupils in the Lower First and Upper First Years must be handed over directly to the care of the adult who is collecting them.
2. Lower Second and Upper Second Year Pupils should also be handed over directly to the care of the adult who is collecting them unless there is written permission from the parents to the contrary (for example if an Upper Second Year Pupil has been allowed to make his own way home by his parents). A text message or email from a parent is considered to be sufficient in terms of written notification.
3. Pupils in the Third Years may be dismissed from the club or activity either to make their own way home or to meet up with the adult collecting them. However, if they are unable to find the adult

collecting them or there is a problem with their normal route home (e.g. a public transport strike) then the Pupil should come back to the member of staff who was running the club to seek help. If that member of staff cannot be found, Pupils should go to the St Paul's Reception.

4. If a parent has not arrived to collect his/her son, or a Third Year Pupil has experienced difficulty locating the person that he was expecting to travel home with, then:
 - The adult in charge will attempt to contact the parent of the pupil concerned;
 - If the parents can be contacted and they can confirm that they are on their way, then the member of staff should remain with the Pupil until the parent arrives (if this is likely to be for less than 15 minutes);
 - If the parents cannot be contacted, or the parents are likely to be delayed for more than 15 minutes, then the pupil should be escorted to St Paul's Reception and the Porter should be given the contact details of the parents and provided with any relevant medical conditions. The Porter should continue to try to reach the parents so that they know that their son is waiting for them at St Paul's Reception.
 - Once parents have been contacted, the pupil can wait in the St Paul's Reception until he is collected.
 - In the event that parents cannot be contacted by 6.00pm, the St Paul's Porter should make contact with the DSL at St Paul's Juniors (07791 622159) or the Deputy DSL (07733 529064) for advice. The pupil can be taken in to the care of the St Paul's boarding house if required: in this event, the St Paul's boarding housemaster can take charge.

Appendix 3

Procedure for When a Child Goes Missing From School

1. If a pupil goes missing from St Paul's Juniors, the Pastoral Deputy Head and DSL should be informed immediately, or in his absence, a member of the School Leadership Team.
2. An initial search should be conducted to ascertain the pupil's whereabouts. If the pupil cannot be located, the School Office will attempt to contact the pupil's parents to check whether the pupil should be in School. If the parents confirm that the pupil should be at School, a further and more thorough search of the School site will be conducted, utilising key staff.
3. At this point, the School Office will inform the Head and the School Leadership Team that a pupil is missing and a search is underway. If after extensive attempts to contact the pupil and search of the School premises, the pupil's whereabouts cannot be ascertained, the Pastoral Deputy Head and DSL (or in his absence, an appropriate member of the School Leadership Team) will make a Risk Assessment of the situation (see below) and make a decision as to whether to inform the Police immediately; or whether a longer timescale should be created and what the School Office and any other member of staff should do during any such time extension, including key check-points for a subsequent further action & re-assessment, and a cut-off point after which the police must be contacted.
4. The Pastoral Deputy Head and DSL will contact the parents again at this point to seek their thoughts on the risk assessment conducted. If a decision is made to contact the police, the following information will be provided, as well as any other information reasonably requested:
 - The pupil's name
 - The pupil's age
 - An up to date photograph if possible
 - The pupil's height, physical description and any physical peculiarities
 - Any disability, learning difficulty or special educational needs that the pupil may have
 - The pupil's home address and telephone number
 - A description of the clothing the pupil is thought to be wearing
 - Any relevant comments made by the pupil

The information will then be passed to the various police stations through police channels and no further notifications from the School should be necessary.

5. The parent(s) of the missing child should be provided with a mobile telephone number of the member of the SLT dealing with the incident so that they are able to contact the school for further information without needing to go through the school switchboard. A school mobile phone may be used for this purpose or the SLT member may choose to provide his/her own personal mobile number.
6. Where it is reasonable to do so, the School Office should remain open until the child is reunited with his parent(s). In the case where the whereabouts of the child are unknown, the police will advise when they are taking responsibility for the incident.

7. A written record will be kept in iSAMS Pastoral Module of any pupil who goes missing from School, including:
- relevant dates and times
 - the action taken to find the pupil
 - whether the police or social services were informed
 - outcome or resolution of the incident
 - any reason given by the pupil for going missing
 - any concerns or complaints about the handling of the incident
 - A record of the staff involved.

Appendix 4

Procedure for When a Child Goes Missing on a School Trip

The School's Educational Visits policy provide a framework for managing school visits, taking into account the School's safeguarding and health and safety responsibilities. Appropriate staff supervising ratios are agreed by the EVC and supervising arrangements will be relevant to the locality, age of pupils and type of activity. The following procedures apply if a pupil goes missing on a school trip or visit.

1. The member of staff in charge will:
 - Attempt to contact the pupil (if numbers are known)
 - Speak to pupils to ascertain when the pupil was last seen and where and what knowledge they have of the missing pupil's last known whereabouts
 - Organise for accompanying staff/volunteers to search the immediate vicinity and/or the group's recent locations.
2. If the pupil cannot be located within **fifteen minutes** of them being reported missing, the member of staff in charge will contact the Pastoral Deputy Head and DSL to inform them that a pupil is missing. At this point, both members of staff will conduct a full risk assessment of the situation and formulate a plan to locate the pupil.
3. Following this telephone call, the Pastoral Deputy Head and DSL will contact the pupil's parents and inform the Head and School Leadership Team. If deemed necessary, the member of staff in charge, will contact the police and provide the information listed below:
 - The pupil's name
 - The pupil's age
 - An up to date photograph if possible
 - The pupil's height, physical description and any physical peculiarities
 - Any disability, learning difficulty or special educational needs that the pupil may have
 - The pupil's home address and telephone number
 - A description of the clothing the pupil is thought to be wearing
 - Any relevant comments made by the pupil

The information will then be passed to the various police stations through police channels and no further notifications from the School should be necessary.

4. The member of staff in charge and Pastoral Deputy Head and DSL will continue to liaise at regular intervals until the pupil can be found.
5. The parent(s) of the missing child should be provided with a mobile telephone number of the member of staff dealing with the incident so that they are able to contact the school for further information without needing to go through the school switchboard. A school mobile phone may be used for this purpose or the SLT member may choose to provide his/her own personal mobile number.
6. A written record will be kept in iSAMS Pastoral Module of any pupil who goes missing from School, including:

- relevant dates and times
- the action taken to find the pupil
- whether the police or social services were informed
- outcome or resolution of the incident
- any reason given by the pupil for going missing
- any concerns or complaints about the handling of the incident
- A record of the staff involved.