



SINCE 604 AD

KING'S SCHOOL

ROCHESTER

WHOLE-SCHOOL SUPERVISION AND MISSING CHILD POLICY **including EYFS and Boarding**

This policy was adopted on:	23.11.10
Policy last reviewed on:	01.09.26
Person/Body reviewing:	KXC / OMS / LAG
Date of next review (except in the case of relevant legislation):	01.09.28

The purpose of this policy is to offer guidance to all staff about the appropriate supervision of all pupils throughout the school day. The policy also outlines what staff should do if a child were to be classed as 'missing'. The Policy applies to all pupils in the School, including Boarders and those in the Early Years Foundation Stage and has regard for the DfE guidance, Keeping Children Safe and Education and the Whole School Child Protection and Safeguarding Policy.

King's School Rochester is committed to ensuring that pupils are safe in school and on school activities or visits. To this end the school aims to ensure the following:

- supervision of pupils takes into account the age of pupils and the activities in which they are engaged;
- staff ratios for supervision are safe at all times that pupils are involved in school activities or on the school premises, including in boarding;
- supervision of pupils in remote locations is safe;
- activities involving pupil supervision are overseen by a member of staff;
- mandatory staffing ratios for EYFS provision are enforced as defined by the EYFS framework;
- when on excursion outside the School environment, staff implement strategies to maximise the safety and security of children in accordance with the School's policy on educational trips and visits.

Appropriate levels of supervision are used to ensure the safety of all pupils, including:

- Chadlington House (where Little King's - Year 3 children are predominantly taught) and the Preparatory School teaching block (where pupils Year 4 - 8 are predominantly, but not exclusively, taught) are within a secure site, with all gates to the public roads being shut, a security camera at the vehicle entrance to the Preparatory School yard, further security cameras at the Lockington Grove entrance to Chadlington House and with entrance to buildings via a keypad code/card;
- the Senior School site is more open and therefore more difficult to secure, however in all places possible gates are closed and on access codes and doors onto streets are also closed and on access codes;
- the boarding house is in a gated areas only accessible to staff and pupils with access codes, which are timed to work depending on day pupil, boarding pupils and staff members requirements to gain access;
- the rapid availability of a member of staff in case of an emergency is more often than not coordinated by office staff;
- the prevention of inappropriate behaviour such as bullying to ensure pupils feel safe;
- correct conduct and following of school rules and of requirements by pupils.

King's also has regard to the National Minimum Standards for Boarding, when providing for the supervision of boarders outside normal school hours.

This policy applies to all members of our school community, including boarders and those in our EYFS classes (Little King's - Reception Classes) and should be read in conjunction with the Supervision of EYFS Pupils' Policy, Educational Trips and Visits, Boarding, Safeguarding and Child Protection, Behaviour Management Policy, Health and Safety Policies and the guidance in Staff Handbooks.

King's is fully committed to ensuring that the application of this Supervision Policy is non-discriminatory in line with the Equality Act (2010).

King's seeks to implement this policy through adherence to the procedures set out in the rest of this document.

Pupils' Arrival And Departure

Day pupils may arrive in the Preparatory section of the Junior School (Year 4 - 8) & Senior Schools from 8.00am, and in the Pre- Preparatory section of the Junior School (Little King's - Year 3) from 8.25am (unless they attend Breakfast Club in which case they may arrive from 7:30am). Pupils are expected to go home after the close of school at 3.30pm, 3.40pm (Pre-Preparatory section of the Junior School, Little King's- Year 3) or 4.15pm (Preparatory section of the Junior School, Year 4 - 8 and Senior Schools) (when lessons end) or attend after-school clubs/activities (unless they are staying late for a function). Pupils are not allowed on site without supervision beyond these times.

At least one member of the academic staff is always present 'on duty' in order to supervise pupils whenever they are in the school during normal school hours. All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties, as well as detention duties, or after-school club supervision on a weekly basis.

Arrangements are made to ensure pupils are supervised during play and concert rehearsals, or other events that bring groups into school out of hours. Members of the Games Department supervise pupils on both home and away matches.

Registration

We take a register of pupils in each section of the school at the start of the morning and afternoon sessions for pupils in Little King's- Year 3 (Pre-Preparatory Section) , and at the start of each lesson for pupils in Year 4 and above. Parents are responsible for notifying the school via the parent portal or telephone/email if their child is absent for any reason (see Attendance Policy). The school will contact the parent/guardian if a child fails to arrive at school without an explanation.

Little King's - Year 3 School Registration

- 7:30am Pupils in Breakfast club are recorded on a register when they arrive.
- 8:25am The gates on Lockington Grove are opened.
- 8:25am Pupils arrive in school and make their way to their classroom where they are greeted by their class teacher. They are greeted on the playground by a member of staff, usually a member of SLT.
- Staff will physically receive two year old pupils directly from their parent or guardian at the Nursery entrance to ensure a seamless, supervised transfer of care.
- 8:45am Morning Registration. Any pupils arriving late to school (after 8:45am) must register at the Junior School Office. The School Office must be informed of any pupil who is absent from school by 8:30am. The School Admin team will chase any unaccounted absences before 10:00am
- 1:25pm Afternoon registration.

Year 4 - 8 School Registration

- 7:30am Pupils in Breakfast Club register at Rookwood.
- 7:45am Cathedral Choristers (on a Tuesday, Thursday and Friday) register at the Song School in the Cathedral. .
- 8:00am Pupils may arrive in the yard.
- 8:25am Line up in the yard. (Pupils are allowed into the Preparatory School teaching block on days when there is inclement weather).
- 8:30am Registration. Mobile phones are locked in pouches (Year 6/7/8 pupils). Any pupils arriving late

to school must register at the Junior School Office. The School Office must be informed of any pupil who is absent from school by 8:50am. The School Admin team will chase any unaccounted absences before 10:00am.

- 8:50am Pupils are registered in every lesson.
- 1:15pm Afternoon registration for Year 4 - 5 pupils.
- 2:15pm Afternoon registration for Year 6 - 8 pupils.

Senior School Registration

- 7:30am Bob's is open for Breakfast.
- 8:10am Pupils are supervised in Main School Yard.
- 8:25am Pupils make their way to Tutor Rooms and are registered by their House Tutor. Any pupils arriving late to school must register in Satis House. The Attendance Officer must be informed of any pupil who is absent from school by 8:30am. The Attendance Officer will chase any unaccounted absences before 10:00am.
- 8:50am Pupils are registered in every lesson.
- 2:15pm Afternoon registration is taken as part of Period 5.

Procedure for Pupils in Year 4 - 8 Signing Out at the End of the Day

At the start of term, the information submitted by parents in the Clubs and Signing Out form is tabulated onto an Electronic Signing Out Sheet.

- 4:00pm Choristers are dismissed from lesson and are met by the Chorister tutor at the Conference Centre for tea
- 4:10pm The members of staff who are signing pupils out collect the iPad and stand in the Preparatory School Yard.
- 4:15pm Pupils are released from their lessons and make their way to the members of staff who are signing out (Year 4 - 6 only). Pupils in Year 7 and 8 are allowed to leave school without signing out.
- Pupils collect their belongings and unlock their mobile phone before they leave.
- Those pupils who catch the school bus, meet a designated member of staff in the yard as soon as possible.
- Those pupils in Prep. Club or make their way to Room 1 (Years 4 – 6) and Room 2 (Years 7 and 8) by 4:25pm.
- 4:30pm Any pupil who has not been collected is sent to Prep. Club. The Signing Out iPad is taken to the Prep. Club for any further signing out.
- Any pupil who is returning from an away fixture, leaving from a club or who is picked up from Prep. Club must sign out with the member of staff who has been with them. If a pupil is picked up directly from a match or club, the member of staff taking the activity must ensure that the child is signed out.
- At 5:15pm Prep. Club draws to a close. Pupils pack up and are escorted from the building by the duty staff. There is a 15 min grace period and then at 5:30pm any pupils who have not been collected are taken over to Supper Club to await collection
- 5:30pm Supper Club pupils are taken over to Supper Club in Rookwood.
- One member of Prep. Club needs to make a courtesy phone call to the parents of any child who has not been collected to alert them that their child is now with the Supper Club Staff. A recorded message should be left if there is no answer.

Pupils in Year 4 - 6 are only permitted to leave the premises when they can see the parent or responsible adult who is collecting them. Pupils may leave the school premises for specific appointments, as long as the parent/guardian has informed the School and the pupil is signed out in the School office on departure..

Pupils who arrive late to school, missing registration, must 'sign in' via the office letting one of the School Admin team know of their arrival.

We make sure that we know the whereabouts of all boarding pupils at all times by regularly registering attendance in the boarding house.

Medical Support

There are a number of qualified first-aiders in each section of the school available to administer first aid, to deal with accidents or emergencies, or to help if someone is taken ill. A number of members of the teaching staff and non-teaching staff, who are trained and qualified as First-Aiders are able to give emergency first aid. Staff who are first aid trained wear a green staff lanyard. In accordance with statutory EYFS requirements, at least one person who has a current full Paediatric First Aid (PFA) certificate must be on the premises and available at all times when EYFS children (including two-year-olds) are present, and must accompany children on all school outings and educational visits. First aid boxes are in all potentially high risk areas in each section of the school, and in school minibuses.

Supervision whilst travelling to and from school

Parents are responsible for ensuring that their children travel safely to and from school, except in the case of pupils travelling on transport provided by the school. In this situation, pupils are covered by the school's insurance policies and procedures.

Supervision whilst travelling to and from school via the school bus

When using school transport for the journey to and from school, All children travelling are registered and visible using the Vectare app. Any additional pupils using school transport for casual journeys are recorded when using school transport and their location is visible through the app? Through the vectare portal, the school has a record of all pupils who have used school transport routes.

Drivers expect good behaviour on the buses and pupils understand this along with the fact that they are still part of the school and must therefore comply with the code of conduct.

Drivers check seat belts are being used and ensure they remind pupils to keep them on throughout the entire journey.

Supervision whilst on school transport for sporting and other events

The following procedure is carried out when minibuses are used for sports and other activities:

- registers are taken at the beginning of the session;
- The details of which buses are used for which journey are kept on the weekly Games Staffing Plan;

- staff ensure that pupils have their seatbelts on for the journey and will check before departure;
- exemplary behaviour is expected and any pupil who does not comply with this is sanctioned in accordance with the behaviour management policy.

Supervision during educational visits

The arrangements for the supervision of pupils during educational visits and trips out of school are described in our Educational Trips and Visits policy. This includes arrangements for the supervision of all EYFS children during educational visits.

Unsupervised access by pupils

Pupils are not allowed into the swimming pool without a qualified member of staff, nor are they allowed to use gymnastic, athletic or climbing equipment without supervision. Pupils are expected to follow instructions given to them by teachers or by qualified leaders in adventurous activities.

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories, the design technology rooms etc. Doors to these areas are kept locked at all times when not in use. Pupils do not have access to the Maintenance, Catering and Caretaking areas of the school.

Staff Duties

These must be fulfilled punctually. If a member of staff cannot attend at a duty, they must obtain a replacement or speak directly to a member of SMT. It is not acceptable to leave a prefect or pupil unsupervised to do a duty, including if a member of staff is called away from a duty in an emergency. The member of staff allocated to a particular duty fulfils the role of adult responsibility for the safety, security and discipline of the pupils. The member of staff should be available and accessible to pupils and colleagues during the whole period of the specified duty.

Staff:Pupil Ratios

For supervision for pupils outside lessons (with the exception of EYFS pupils) the usual rules over sizes of class or the rules concerning school trips do not apply. The important thing is for a member of staff to be present. However, a member of staff will not be asked by the School to supervise where the number of pupils involved means that they cannot adequately perform their task – e.g. being alone on the Alps as pupils arrive at the start of a games session involving several year groups. Those members of staff who timetable duty rotas will seek to avoid this, and should be asked or informed if such a situation arises.

Staff Safety

Staff should ask for support where the number of pupils or the nature of an activity means they feel professionally vulnerable.

Staff must not have their device in changing areas and it is recommended supervising the area in pairs.

Security, access control and workplace safety

Our Health and Safety Policy highlights the need for vigilance to ensure the security of the school site and access arrangements for visitors and pupils both inside and outside school hours.

MISSING CHILD

In the unlikely event that it is suspected that a child had gone missing, the following procedure will be put into action:

Missing child during the school day:

- Staff will maintain safety and the well-being of other children;
- The Vice Principal of the relevant part of the School, or a member of SLT nominated by them, will contact the parents of the missing child, (this will be done within 20 minutes for Little King's- Year 3, 30 minutes for Year 4 - 8 Pupils and 60 minutes for Senior School Pupils);
- Registers will be checked to determine the last lesson a pupil was seen;
- Available members of staff will search the immediate vicinity;
- For Senior School pupils, once the grounds have been checked a phone call home will be made to ensure the pupil has not left the site without signing out. Parents will also be asked if they are able to track their child using apps on mobile devices. In some situations a pupil may be asked if they can contact their friend using apps on mobile devices.
- If those involved in the search all agree that the child is missing, the Police will be contacted via dialling 999;
- For Senior School Pupils, the Main School Office at Satis House should be notified on 01634 888555 and for Junior School Pupils, the Junior School Office at Chadlington House should be notified on 01634 888566;
- Once the Police arrive, all relevant information about the child will be given and they will then take over the search.
- If off site, the Group Leader will remain to liaise with the Police and to comfort the child when found. They will also maintain regular contact with the School. The remaining staff and children will return to School.

Missing boarders outside of the school day:

- Check the child does not have any additional activities such as matches, drama, music etc, and check their Reach location;
- If the child's whereabouts is unknown, the Head of Boarding must be informed by the member of staff on duty;
- Question other children from the house (ask them if they can find/ contact the pupil on social media);
- Phone the child's mobile;
- Initiate a search in the boarding house and grounds, the high street and the local area;
- Contact and check with friends from outside of boarding;
- Contact all other boarding house staff to check that there has not been additional communication received informing us of an absence;
- Inform the Vice Principal (Senior);
- As soon as the child is confirmed as missing then phone parents/guardians/agents to check if they have any information;
- Contact the police.

Guidelines of questions to be asked:

- When were they last seen?
- Who were they with?
- Where might they have gone?

- Is this child 'vulnerable' in any particular way?
- What emotional state did they appear to be in the last time they were seen?
- Has anything upset them recently?
- Did they speak to anyone about leaving?
- Who are his/her main friends at School?
- Do they have a mobile phone and what is the number?
- Do they have a special friend?
- Is there any reason to believe that they might have been abducted? (e.g. family custody dispute; very wealthy/prominent parents.)
- Have there ever been concerns of this nature before?

Conclusion of a Missing Child

When the situation has been concluded, the Vice Principal of the relevant part of the School will make a written record of any incident, the action taken, and any reasons given by the pupil for being missing. However, where a risk of harm is suspected, the DSL would consider a discussion with parents, if appropriate, reporting the child missing to the Police and contacting the local Children's Advice and Duty Service.

What to do if a boarder is not collected for a school holiday

If a parent/guardian does not appear within the expected time to collect a boarder, the Head of Boarding should stay with the boarder (or make arrangements for the boarder to be supervised) and check the following:

- Messages on the house phone;
- Messages on the boarder's phone;
- Notes in the leave request on Reach;
- Email messages;
- Possible delays on roads;

The Head of Boarding should then:

- Ring reception (if still open);
- Phone the parent/guardian;
- Ensure the boarder is supervised until they are collected or alternative arrangements have been made.

On no account should a boarder leave school unless the person collecting the child is known to the school or has been instructed to collect the child by parents or guardians and confirmed by a phone call or in writing. On no account can a boarder stay in school during school holiday times.

CHILD UNCOLLECTED FROM SCHOOL

Little King's (Two and Three-Year-Olds): If a child in our two-year-old or nursery provision is not collected at their designated session end, they will remain under the direct supervision of at least two members of staff (matching statutory ratios) in the Nursery environment. If contact cannot be established with parents or emergency contacts by 6:30 PM, the Duty DSL will be informed, and standard safeguarding escalation procedures will be initiated.

Year R - Year 6 – Children must be collected by a parent or authorised adult. Exception: Year 6 pupils may

travel home independently, provided the school has received and approved written consent.

Year 7 and Up – If a pupil does not arrive home at the expected time at the end of the school day and parents are concerned, they should telephone main school reception 01634 888555, or the Boarding House who can raise concerns with Senior members of Staff if necessary: School House 01634 888544.

If a child remains uncollected after 6:30pm, at least 2 members of staff will remain until the child is collected. In this instance, parents will be immediately contacted. If no contact can be made using all known contact numbers, including emergency contact details, after 7pm Social Services will be contacted and their advice sought.

If a **chorister** remains uncollected after 6:15pm, at least 2 members of staff will escort the child to Rookwood. Parents will be contacted. If no contact can be made using all known contact numbers, including emergency contact details, after 7pm Social Services will be contacted and their advice sought.

In instances when a child remains at the end of After School Club at 6.30pm and contact has been made, indicating that the parents are experiencing an *unavoidable* delay, 2 members of staff will remain with the child in Rookwood House until they are collected. Due to the nature of some of our children being under 9 years old, if a child remains uncollected at 19:00 Social Services may be called for advice.