



MOUNT
KELLY

Boarding and Day School
Boys and Girls, Aged 4-18

Missing Pupil and Supervision Policy

Reviewed October 2024
Next Review October 2025
Owner Senior Deputy Head

Contents

1. Pupil Supervision	3
1.1 Policy Statement	3
1.2 Policy aims	3
1.3 Responsibility	3
1.4 EYFS	4
1.5 Prep School.....	6
1.6 College.....	8
2. Missing Pupil Policy	11
2.1 Policy Statement	11
2.2 Policy aims:.....	11
2.3 Registration and Supervision Procedures	11
2.4 Definition of ‘missing’.....	11
2.5 Early Years Procedures	12
2.6 Prep and College Procedures	14
2.7 Records of incidents	16
2.8 Review	16
2.9 Missing Pupil Report	17
2.10 Missing Pupil Pathway.....	18

1. Pupil Supervision

1.1 Policy Statement

The Mount Kelly Governing Body and the Head Master have specific obligations to ensure, as far as is practicable, a safe place of work is established for all employees and others that enter the School. The School will ensure that the supervision of pupils throughout the school day is adequate to ensure their health, safety and welfare. All staff have a duty of care to the children, which is based on the principle of *loco parentis*. This can be thought of as the standard of care expected of a prudent parent.

1.2 Policy aims

Through the operation of this policy we aim to:

- Protect the health and safety of pupils at the School
- Provide sufficient supervision measures to maintain an orderly, respectful and positive school environment in which our School Values can thrive
- Demonstrate how staff are deployed to ensure the proper supervision of pupils
- Ensure that staff understand their responsibilities in relation to the general supervision of pupils during the school day.

This policy should be read in conjunction with the following school policies; Equality Policy, Safeguarding and Child Protection Policy, Health and Safety Policy, Visitors Policy, Trips and Educational Visits Policy.

1.3 Responsibility

A key principle underlying this policy is that all staff, whether officially 'on duty' or not, have a duty of care and therefore an on-going responsibility to intervene if pupils are in need of supervision.

Any perceived deficiency in supervision should be reported immediately to the Senior Leadership Team for immediate rectification.

In defining the measures in place to ensure the adequate supervision of pupils, the following are considered:

- The School bounds are clearly indicated on noticeboards. Pupils are regularly reminded which areas are out of bounds
- Regard for the ages and capabilities of our pupils
- A systematic approach to safety through risk assessments in the light of foreseeable risks
- School rules that have been drawn up to seek to eliminate (or significantly reduce) anticipated risks (risk assessments), and these rules are known to all pupils. Pupils are made aware of these rules during pastoral meetings and are regularly cross referenced in assemblies and classroom discussions. The School rules are on all House notice boards and are displayed around the Prep and College.

1.4 EYFS

<p>Before school</p>	<ul style="list-style-type: none"> • The class teacher takes responsibility for the pupil once she or he has been signed in. Supervision officially begins at 08:15 • Children arriving before 08:15 must be supervised by their responsible adult, unless a prior arrangement has been agreed with a member of staff • Staff running Breakfast are responsible for the children until they are escorted to their class
<p>School trips</p>	<ul style="list-style-type: none"> • Staff follow protocol for Off Site visits including fixtures • All potentially hazardous activities are fully risk assessed and the School will ensure the allocation of an appropriate ratio of supervising staff/adults for each activity/trip
<p>08:15-09:00</p>	<ul style="list-style-type: none"> • Pupil registration, assemblies, free play and lessons. All activities supervised by class teacher or staff in charge of that activity
<p>Lessons</p>	<ul style="list-style-type: none"> • Children are in class • On the occasion of staff absence, cover arrangements are put in place • Staff follow known registration procedures • Absences are followed up by Reception and monitored by the class teacher • If a child becomes ill during the day, parents will be contacted and asked to collect the child. The child is supervised by Matron until collection
<p>Break and Lunch</p>	<ul style="list-style-type: none"> • Lunch is taken in the School dining hall. Staff supervise and sit at the tables to eat lunch with the children • Pupils returning to classrooms are supervised by School staff • All break and lunch playtimes are directly supervised by School Staff • At the end of playtime pupils are collected by their next timetabled subject teacher • During wet weather pupils are supervised by their class teacher in classrooms and / or the Sports Hall

<p>Post-lessons</p>	<ul style="list-style-type: none"> • All clubs/activities are supervised by members of staff. The level of supervision is adequate to ensure the welfare of the whole group • At the conclusion of clubs/activities the member of staff running the club has responsibility of ensuring safe return to either the responsible adult or the After School Club member of staff • If a club is cancelled pupils are supervised in After School Club until collected by their responsible adult
<p>School tea</p>	<ul style="list-style-type: none"> • Children are supervised during tea in the Pre-Prep by the lead member of the After School Club • If a child is not collected by 18:00, the lead member of staff will contact parents

1.5 Prep School

<p>Before School</p>	<ul style="list-style-type: none"> • Boarders: the Houseparents (or their Deputy) together with the matron are responsible for pupils in the House • A member of the House staff will wake the boarders, or be available to check on those who are 'ill' • Day Pupils: are able to join Breakfast Club at 07:30 • Breakfast is supervised by Breakfast Club staff
<p>School Trips</p>	<ul style="list-style-type: none"> • Staff follow the School protocol for off-site visits, including fixtures • All potentially hazardous activities are fully risk assessed and the School will ensure the allocation of an appropriate number of supervising staff for each activity / trip
<p>Swimmers</p>	<ul style="list-style-type: none"> • Swimmers undertaking early morning and late evening training are supervised by their coach in the pool and afterwards in breakfast and for tea, or by catering's duty supervisor. As for breakfast, the duty supervisor may call upon additional assistance from SLT if needed. After breakfast swimmers move to their form class where they are registered
<p>08:15 – 08.25 08:25 – 08.35</p>	<ul style="list-style-type: none"> • All Form Tutors are in their classrooms by 08:15 • Registration takes place in the classroom from 08.25 – 08.35 • At 08.35 the class is escorted to assembly by the Form Tutor
<p>Lessons</p>	<ul style="list-style-type: none"> • Pupils attend lessons • On the occasion of staff absence cover arrangements are put in place • Staff follow known 'Registration procedures'. Absences are followed up by Reception and monitored by the Senior Deputy Head
<p>Unwell pupils</p>	<p>If a pupil has to be sent home unwell, they will not be allowed to leave the premises until their parent or guardian is aware of the situation. In the event of a pupil needing to be taken to hospital in an emergency, a member of staff will accompany the pupil until the parent, guardian or host family arrive and assume responsibility.</p>
<p>Break and Lunch</p>	<ul style="list-style-type: none"> • Lunch is taken centrally in the Prep dining hall – the duty team and teaching staff supervise the dining room • A registration is taken during lunch • Pupils playing outside after lunch are under the care of the Duty Team • Pupils undertaking lunchtime activities are supervised by the teacher in charge of the activity
<p>Signing Out 16:35-16:45 17:30-17:45</p>	<ul style="list-style-type: none"> • Pupils sign out once they have been collected from the front of Tavy House by their parent / carer / responsible adult • If the School has received written permission a pupil in Year 7 or 8 may sign themselves out • A member of the Duty team is present to assist with signing out • No child is allowed to leave the premises without signing out • If a child is not collected, they will join the supervised Prep club • All sporting activities are supervised by members of staff. The levels of supervision are adequate to ensure the welfare of the whole group

	<ul style="list-style-type: none"> • If sport is cancelled, pupils are supervised by the teacher running the sport
Games Sessions & off Games	<ul style="list-style-type: none"> • Changing for games, beforehand and afterwards is remotely supervised by School Staff • All Games sessions are directly supervised by School Staff • Pupils who are off games are supervised by School staff and attend one of the following according to need: <ul style="list-style-type: none"> ○ Sick-bay ○ The Blue Room ○ The Boarding House ○ The games activity
After School Clubs	<ul style="list-style-type: none"> • Pupils who have signed up to an after-school club make their way to the correct location where the member of staff assigned to that club will undertake the activity and supervise • If a child is unable to attend, they must inform the member of staff responsible • At the end of the club, the member of staff will accompany the children to the Front Hall for signing out
Boarders' Supper After-School Care	<ul style="list-style-type: none"> • Boarders have supper from 17.30 under the supervision of the Houseparents and Duty Staff • Day children signed in for supper, are welcome to join the Boarders
Saturdays & Sports Fixtures	<ul style="list-style-type: none"> • There is a Boarding Staff rota for the weekend • Pupils playing representative sport are supervised by the member of staff responsible for their team. Coaches carry out agreed protocols for away fixtures / matches and ensure close liaison with parents for collection. Coaches will not leave the premises until all children have been collected • Pupils involved in Saturday activities are supervised by the member of staff i/c. Registers are taken • Pupils remaining in-house are supervised by a rota of teaching staff • Boarders: Houseparents return to duty from 16.30 and are responsible with an Assistant Matron and GTA for the boarders at the Prep • Boarders are closely supervised throughout the day and have regular activities
Sundays	<ul style="list-style-type: none"> • Boarders are the responsibility of the duty boarding staff • Regular checks / roll calls are held throughout the day • The Sunday trip is organised by the duty member of staff. Appropriate ratios and risk assessments are put in place according to School policy

1.6 College

<p>Before School</p>	<ul style="list-style-type: none"> • Boarders: the Houseparents, together with the matron, are responsible for pupils in their House • A member of the House staff will wake the boarders, or be available to check on those who are 'ill' • Day Pupils: the Houseparents or designated staff takes responsibility for the pupil once he/she has arrived at the House. Day pupils can arrive at their Houses from 08:00 • Breakfasts supervised by the catering staff's duty supervisor – the duty supervisor can call upon the catering manager and the SLT if required
<p>School Trips</p>	<ul style="list-style-type: none"> • Staff follow protocol for off-site visits, including fixtures • All potentially hazardous activities are fully risk assessed and the School will ensure the allocation of an appropriate number of supervising staff for each activity / trip • The School Educational Vitis Coordinator (EVC) checks that appropriate supervision ratios are in place before the trip is allowed to leave site
<p>Swimmers</p>	<ul style="list-style-type: none"> • Swimmers undertaking early morning and late evening training are supervised by their coach in the pool and afterwards in breakfast and for tea, or by catering's duty supervisor • Swimmers are registered for each session so that any absences can be followed up • As for breakfast, the duty supervisor may call upon additional assistance from the Senior Deputy Head if needed
<p>Lessons</p>	<ul style="list-style-type: none"> • On the occasion of staff absence, cover arrangements are put in place • Staff follow known Registration procedures • Absences are followed up by Reception and monitored by Tutors, House Parents and the Senior Deputy Head • Sixth form pupils not in class can work in the Library or in their House • Sixth Form pupils are permitted to leave the school site after lunch if they have no commitments. Boarders sign out from their Houses or Reception, Day pupils from School Reception
<p>Unwell pupils</p>	<ul style="list-style-type: none"> • If a pupil has to be sent home unwell, they will not be allowed to leave the premises until their parent or guardian is aware of the situation. In the event of a pupil needing to be taken to hospital in an emergency, a member of staff will accompany the pupil until the parent, guardian or host family arrive and assume responsibility.
<p>Break and Lunch</p>	<ul style="list-style-type: none"> • Breakfast and lunch are taken centrally in the dining hall – a duty rota is in place to ensure adequate supervision • The majority of pupils return to their Houses at break and during lunch Houses are staffed by House staff. In the unusual event of a House not having a member of staff present, Houses have clear instructions posted on what to do / who to contact in an emergency • Pupils undertaking activities are supervised by the teacher i/c

<p>Post Lessons & Early Evening Games and Activities</p>	<ul style="list-style-type: none"> • All organised activities are supervised by members of staff. Levels of supervision are adequate to ensure the welfare of the whole group • Pupils who are off games will be either in a sick-bay or in their House and supervised by a member of the House staff or they will be on the sports field supervised by the teacher running the activity. The Library may also be used for pupils sufficiently well to complete academic work • Day pupils may be collected from the front of the College. School buses depart at 17:40 • Reception is manned until 18:00: any pupil who misses their transport reports to Reception or their House • At the conclusion of lessons, sport or activities, responsibility for supervising pupils, returns to House staff • Boarders permitted an exeat into town must sign out (and back in) from their Houses • Boarders must return in time for supper (unless they have agreed otherwise with their House Parents)
<p>School Supper</p>	<ul style="list-style-type: none"> • Supper is supervised by the catering staff's duty supervisor and attendant staff
<p>Evening 19.00 - Beds</p>	<ul style="list-style-type: none"> • Roll call take place in House and absences are followed up by duty House staff • Pupils leaving the House must only do so with permission from staff. They are required to sign out and back in • Additional checks are made throughout the evening • Prior to lights out all boarders will be seen by a member of the House staff during their final House check • House staff will perform a 'security check' according to the needs of each House • Overnight supervision is the responsibility of the House staff: if emergency medical treatment is required boarders will seek support from resident staff
<p>Weekends: General</p>	<ul style="list-style-type: none"> • If a boarder has been granted an exeat, the Houseparents will carry out the agreed procedures to ensure the continued health and safety of the pupil. <i>This protocol is also relevant to mid-week overnight exeats.</i> If a boarder is staying with another pupil, written permission from both the boarder's parents and the parents of the host pupil will be sought.
<p>Weekends</p>	<ul style="list-style-type: none"> • Pupils involved in School games / matches are the responsibility of the staff i/c. Staff follow agreed protocols for away fixtures / matches • Boarders not involved in matches are the responsibility of the House staff • Boarders are registered at 15.00 on both weekend days • Boarders are permitted an exeat into town – they must sign out (and back in) from their House

	<ul style="list-style-type: none">• Boarders are expected back into their Houses for an evening roll call by 19:00, whereupon regular evening checks are made• Various off-site school trips are organised, and staff ensure risk assessment protocols are followed
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2. Missing Pupil Policy

2.1 Policy Statement

The safety of our pupils is our paramount concern. Every adult who works at the School appreciates that he or she always has a key responsibility for helping to keep pupils safe. In practice, all members of staff contribute to the safety of pupils at the School by providing appropriate supervision in accordance with the directions of the Head Master and Senior Leadership Team (SLT).

Schools are under a general duty to supervise pupils to the standard of a prudent or careful parent. Any member of staff who becomes aware that a pupil is missing or in a place where the pupil should not, be has a duty to inform a member of SLT without delay.

All new staff will receive induction into the importance of effective registration and supervision of pupils.

The Head Master and SLT have a wide discretion in relation to procedures in this policy and adaptations can be made where considered necessary and in the best interests of the pupil/s.

2.2 Policy aims:

Through the operation of this policy we aim to:

- promote the safety of pupils at all times
- ensure that School staff know how to respond if a pupil goes missing

For the purposes of this policy, the term 'missing' refers to a pupil being absent without authorisation or explanation

2.3 Registration and Supervision Procedures

The Prep and College operate known registration and supervision procedures which play a central role in ensuring the safety and well-being of our pupils. For full details please see the Attendance Policy which outlines our registration procedures.

2.4 Definition of 'missing'

A 'missing' pupil during the normal school day may be defined as: 'a pupil who has registered at either the AM or PM registration slot, but fails to make class or known activity and whose whereabouts cannot be accounted for' after all the normal checks have been made.

Outside of normal school hours, a missing boarder is 'a pupil who fails to be present for any of the house roll calls and routine checks as to their whereabouts fail to locate them within a reasonable timeframe according to the age of the pupil'.

2.5 Early Years Procedures

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a child is declared missing, the following actions will be taken:

1. A register is taken to ensure all the other children are accounted for
2. Head of the Pre-Prep informed
3. All adults and children asked when they last remember seeing the child
4. Other children are to be occupied in their classroom(s) by a member of staff
5. A thorough search of the Pre-Prep Department, checking all spaces, cupboards, washrooms where a small child might hide
6. Doors and gates checked for signs of entry/exit

If the child is not accounted for, the following steps are to be taken:

1. Head of Prep and the DSL for EYFS informed
2. A thorough search of the rest of the school premises and grounds is conducted
3. Head of Prep will inform the child's parents and explain what steps have been set in motion. Parents will be asked to attend the School at once
4. Head of Prep to inform the Head Master who informs the Chairman of Governors
5. Police notified by Head of Prep
6. The DSL for EYFS will inform the Devon Safeguarding Board
7. The School will co-operate fully with any Police investigation and any safeguarding investigation by Social Care
8. Head of Prep to inform Ofsted
9. Bursar to inform the School Insurers
10. If the child is injured, a report would be made under RIDDOR to the HSE by the relevant member of staff
11. An appointed member of staff will complete an Incident Report

Actions to be followed by staff if a child goes missing on a School trip:

1. Member of staff i/c informs the Head of Prep immediately
2. A member of staff will conduct a head count to ensure all other children are accounted for
3. Staff, with the assistance of venue staff will conduct a thorough search of the immediate vicinity
4. The remaining members of the party will be returned to school
5. Thereafter procedures are as above from point 3 onwards

NB The enhanced supervisory arrangements for outings are set out in a detailed policy document: Educational Visits for EYFS Children. Both documents are available to Parents / Carers on the

School website (and can be provided to parents on request). We review these policies regularly (at least once a year) in order to satisfy ourselves that they are robust and effective. All new staff receive a thorough induction into the importance of effective supervision of very young children.

Actions to be followed by staff once the child is found

- Talk to, take care of and if necessary, comfort the child
- Speak to the other children to ensure they understand why they should not leave the premises or separate from a group on an outing
- The Head of Prep will speak to the parents to discuss events and give an account of the incident
- The Head of Prep will undertake a full investigation (if appropriate involving Social Services / Local Children Safeguarding Board)
- All media queries will be referred to the Head of Prep

Procedures to be followed by staff when a child is not collected on time

- If a child is not collected within half an hour of the agreed collection time, we will call the contact numbers for the parent or carers
- If there is no response, the Head of the Pre-Prep will call the emergency numbers held on the child's file
- If there is no response from the parents' or carers' or the emergency numbers when the premises are closing, the Head of the Pre-Prep will contact the Social Care Duty Officer on 01392 386990
- Social Care will make emergency arrangements for the child and will arrange for a visit to be made to the child's house and will liaise with the Police
- The Head of Pre-Prep will make a full written report of the incident

Collection other than by an adult with parental responsibility

- Staff will never hand over a child to an unknown individual without parental consent
- If an unknown individual presents at the Pre-Prep to collect a child a member of staff will immediately ring the parents to confirm that they have been given permission by the parent / carer to collect the child
- A password system is utilised to ensure those who are not parents / carers are *bona fide*

2.6 Prep and College Procedures

During the school day

1. Before a pupil is declared 'missing' the member of staff will make a number of routine checks which can include:
 - Asking the pupil's friends / siblings for suggestions about their possible whereabouts
 - Referring to the iSAMS out of school list
 - Checking with Reception that the pupil has not been signed out for an appointment
 - Checking music lessons, off games lists
 - Checking with the Hm / Tutor for parental emails
 - Contacting sick bay / Matron / Health Centre
 - The Learning Support room
 - Information concerning sports fixtures/activities/school trips
2. If the child is still not located a member of the SLT will be informed. At the Prep the Head of Prep will be informed. A member of the SLT / Head of Prep, will establish an incident control room and lead in the search for the recovery of the missing pupil
3. The designated member of the SLT will undertake a range of further checks. This will include:
 - Speaking with pupils / friends / siblings of the missing pupil
 - Carrying out another search including a sweep of school grounds
 - Attempting to contact the pupil via a mobile device, and leaving a message for them to contact the school
 - Alerting all relevant staff to the possibility of there being a missing pupil
 - A local area check

Note: The timescale of events will be determined by the age and vulnerability of the pupil, the time of day and any other factors deemed relevant to the pupil / situation. If there is a belief that the pupil is especially vulnerable the process should be escalated accordingly
4. If the pupil is not located the Head Master will be informed
5. Parents will be contacted by a member of the SLT
6. If the parent is unable to shed light on the pupil's whereabouts and all reasonable measures have been exhausted, the Police will be contacted and advice taken on the next course of action

Procedure for a missing boarder

Measures for a missing boarder are similar to those of a pupil during normal school hours in that once routine checks fail to establish the whereabouts of a boarder a member of the SLT will be informed and points 2 – 6 (above) will be followed.

Routine checks for boarding hours include:

- Check with other boarders and ask them if they have any knowledge of the missing boarder's whereabouts, following up suggestions
- Trying to make contact with the boarder by mobile device – leaving them a voicemail / message to ask them to make immediate contact
- Checking the pupil is not on a known trip / outing
- Checking known activities e.g library / Art / debate / lecture etc
- Checking with other Houses that the pupil is not 'visiting unannounced'
- Conducting a search of the House and immediate House area

Procedure for pupils missing during or following a school trip or visit

The School's Educational Visits policy and detailed procedures for staff organising visits 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 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. The member of staff in charge will:

- attempt to contact the pupil – leaving them a Teams message/voicemail/message to ask them to make immediate contact
- organise for accompanying staff / volunteers to search the immediate vicinity and/or the group's recent locations
- check with other pupils and ask them if they have any knowledge of the missing pupil's whereabouts

If the pupil is not located, the member of staff in charge will contact a member of the SLT at School.

If the trip is taking place during school holidays, the designated member of the SLT for the trip will be contacted.

The designated member of SLT will agree with the member of staff in charge of the trip the procedure for contacting the pupil's parents and if necessary the Police.

Information to be provided to the Police

- 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 known to have been made by the pupil

The School will liaise with Social Services in accordance with local inter-agency procedures.

Once a pupil has been found

- Inform Parents, carers and House staff immediately
- If the pupil has minor injuries the School Nurse / Matron should be informed immediately and the pupil tended to
- If the pupil is seriously injured the emergency services should be called

If the pupil has been found unharmed, but is 'upset or troubled', the following needs to be considered

- Was the absence deliberate or has the pupil broken school rules? If so, appropriate sanctions may apply
- Is the pupil distressed about some element of school life? If so, this needs to be recorded on MyConcern and followed up immediately by relevant staff
- Is there a safeguarding concern? If so, refer the matter immediately to the DSL in line with School safeguarding procedures

2.7 Records of incidents

The School will keep a full written record of any missing pupil incident involving the Police and / or social services, and / or the local authority pupil attendance services.

2.8 Review

This policy is reviewed annually, or as and when new statutory guidance to schools may apply, and updated as necessary. In undertaking the review the School will take into account any records of incidents that indicate that there may be a problem with supervision, pupil support or security at the School and any issues raised by individual members of staff, parents and pupils and / or lessons learned from any missing pupil incident.

2.9 Missing Pupil Report

All incidents should be logged on MyConcern and include the following:

Incident Report to include:

- Location / venue
- Action/s taken
- Staff involved
- Time at which SLT was informed
- Time at which HM was informed
- Time at which parents were contacted
- Time at which Police were alerted
- Time / location pupil was found
- Pupil's demeanour / mood
- Pupil explanation reasons for being missing

2.10 Missing Pupil Pathway

