



SOCIAL ARTS FOR EDUCATION

**Social Arts for Education Supervision of Pupils Policy
and Missing Pupil Procedure**

14/07/19

Review Date 13/07/20

Policy Overview

Teachers at Social Arts for Education have a duty of care to all pupils in the School. It is the school's responsibility to ensure that high standards of behaviour and discipline are maintained throughout the time that pupils are present on the School site, as well as during activities off site. It is also our responsibility to ensure that there is effective supervision of the school building, and that the site is secure. Duty of care is a legal requirement. We are required to ensure, as far as is practicable, adequate supervision of pupils throughout the school day to ensure their health, safety and welfare. We are also required to ensure, as far as is practicable, that the School is a safe place of work for employees and for others who enter the site.

Supervision during the School Day

Children are registered by signing in at reception on arrival from 09.00. A minimum of 2 staff members are on site by this time, in order to ensure safeguarding procedures can be met.

Class teachers are responsible for students from 9.30am until 12pm, then again from 1pm to 3pm.. Children who wish to leave the room due to anxiety must let the class teacher know in order that their location within the centre is kept up to date.

Morning break is at 10.30am. Children mainly stay in the centre, though they are allowed to move around to other rooms. Each room has a member of staff in to supervise. Children are allowed to go to the nearby shop on break - if they have been risk assessed as competent and safe to undertake short journeys alone, they are able to do this unsupervised - all other students must be accompanied to the shop by a member of staff. Any students or staff leaving the premises temporarily must be ticked out at reception, and ticked back in when they return.

Lunchtime is between 12pm and 1pm. During this time, students who have been risk assessed as capable and safe to do so are allowed to go down the high street in a designated area, to buy lunch. All others must go with lunchtime supervision staff. Unless the weather is bad, students go to the park, in order that they can get fresh air and exercise. On very wet days, students go to the local leisure centre. A risk assessment has been done for these trips and must be read, signed and adhered to by lunchtime supervision staff. Students are signed out at lunchtime, and signed back in again on their return at 1pm.

Afternoon break is between 2pm and 2.15pm, and as before, students mainly stay in the centre, though are allowed to go to the shop if they wish.

At the end of the day, students are signed out at reception as they leave. Students who can travel independently are allowed to leave without a parent, those who have not been risk assessed as capable, and younger students, must wait for a parent or authorised person to collect them.

Classroom supervision

No class should ever be left unsupervised for any reason. In case of emergency teachers must summon another member of staff to supervise the class whilst the emergency is dealt with.

Pupils will be excused from lessons to go to the toilet, or if they need to take time out due to anxiety.

Pupil Absence

If a pupil is unable to attend school because of illness, his/her parents/guardians are asked to contact the Administrator and give the reason for absence and likely duration of the absence. This is particularly important in the case of children who travel independently to school, as if they are not absent due to sickness but have not arrived in school, vital time could be lost in a safeguarding situation trying to locate them.

Visitors

As part of the School's requirement to protect the pupils in its care, ALL VISITORS to the School are expected to sign in and out at School Reception, where they will receive a badge, which they are expected to wear for the duration of their visit. Fire procedures are displayed on the back of visitor's badges. All staff should be prepared to challenge strangers on the premises, and to immediately report concerns to the School Office.

Classrooms

Pupils should not be left unsupervised in classrooms outside lesson times. Supervision of Pupils on Trips For detailed guidance on the appropriate supervision of pupils on trips, see the Trips risk assessments in the Risk Assessments folder.

Procedure when a student is missing

This procedure is in line with Social Arts for Education's legal duty to safeguard and promote the welfare of students as described in section 175 of the Education Act 2002, Keeping Children Safe in Education September 2016,

For the purposes of this policy, we do not differentiate between under- and over- 16s, as many of our students have additional needs.

A student is considered missing when they do not arrive at their expected time, and there has been no contact from the student or their parent prior to this.

Procedure upon discovery that a student is missing

The safety of the student is paramount. The absence of a student from school for a prolonged period, or an extremely anxious enquiry from a friend or relative, may give rise to concerns about the student's safety. These concerns may be particularly acute if it is known that the student is suffering from a health problem. Therefore, it is essential that the member of staff

dealing with the enquiry checks with all relevant sources of information to ensure that they have a full picture of the circumstances before escalating to senior management or third parties, such as the police. Since the control of information is vital, the DSO will control, regulate and funnel information to the relevant individuals bearing in mind the statutory obligations of Social Arts for Education.

Confirm that the student is missing.

Information gathering can be done by carrying out the following:

- Ask other staff if they know any reason for absence
- Obtain the parents' number from Reception and make contact if possible.
- Obtain the student or friend's number and make direct contact if possible
- Speak to the DSO to find out if there are any new health or safeguarding issues regarding that student.
- If appropriate ask friends to try to make contact using phone or social media as available
- Ask other students if they are aware of any reason for the absence - though their information should only be taken as a guide to be followed up, and certainly not as the only evidence.
- Obtain mobile phone numbers of parents and student to make direct contact if possible if other methods of attempting contact have failed.

If none of this produces any information and all avenues of information have been reasonably exhausted then the DSO should then make a decision to inform the police.

Maintain all notes, records, and recordings of telephone conversations.

When collating information, members of staff will need to be aware of a number of issues before making a decision on consequences to be applied. Below is a list of things that they might consider.

- Is the student despondent or mentally or physically disabled?
- Is the student experiencing academic, personal, or financial problems?
- Has the student disappeared before?
- Does the student have a known drug and/or alcohol problem?
- Has the student received any threats or warnings?
- What was the student's lifestyle?
- Does the student have a criminal record?
- Did the student or perpetrator leave a note?
- Have similar incidents been reported within the area (attempted abductions, suspicious persons)?

- Obtain information about mobile phone numbers registered to or used by the student.
- Continue to verify when, where, and by whom the missing student was last seen.
- Interview individuals who may have had contact with the student prior to the disappearance. Advise family members about support services.
- Assign a liaison to ensure that family members are provided with information and support.

Related Policies and Risk Assessments

- Safeguarding and Child Protection Policy
- Risk Assessment Policy
- Data Protection Policy
- Lunchtime Risk Assessment
- Walking Pass Risk Assessment

Review

This policy was written on 14/07/19 and will be reviewed annually, in light of any relevant new legislation, or if an incident related to this policy occurs.