



Sancton Wood School

Supervision of Pupils

The following are the current arrangements in force:

- Pupils are allowed on the premises between the hours of 8.20am and 5.00pm, Monday to Friday when they will be supervised by school staff.
- All pupils are supervised during mid-morning and lunch breaks.
- The school will accept the responsibility of administering prescribed medicines to pupils on the written authority of the parent/carer.
- All external doors are inaccessible from the outside and secured with key pad locks. The main entrance door has video access.
- Visitors to the school are required to sign in and wear a visitor's badge whilst on the premises. Visitors will be accompanied by a member of staff whilst in the presence of the pupils. The exception to this is when contractors with the relevant police checks are carrying out work on the premises.
- When attending weekly swimming lessons, the pupils will not be accompanied in the changing room by adults who do not have a DBS check.

Measures in Place to Ensure a Pupil Does Not Go Missing

- Morning and afternoon registration of all pupils.
- Any off-site educational trips are properly researched and risk assessed. For off-site trips there is a ratio of one adult to fifteen pupils. When the venue is being considered, attention is paid to: facilities, toilets, suitability for age, access, cost, health and safety within the venue, special clothing requirements, eating facilities, transport to and from the venue.

Lost Pupil on the School Premises

In the unlikely event of a pupil being lost, the following procedure should be followed:

1. A member of staff noticing a pupil missing from the group should search carefully all the areas used by that group since the pupil was last seen to eliminate any misunderstanding. The office should be alerted. Information can also be sought from other pupils in the group according to age.
2. The teacher should then alert the Head or a member of the Senior Management Team, together with the caretaker, in order to organise a search of the building.
3. If the pupil is not found, with the Head's agreement or with the agreement of the member of the Senior Management Team, the pupil's parents should be alerted to ascertain whether the pupil has in fact already been collected by one of the parents or another acceptable person.
4. All staff involved, parents and the Head/member of the SMT will liaise about calling the police. If the pupil is not found **after 15 minutes** the police will be called.

Lost Pupil Off the School Premises

If a pupil is lost on an educational visit, the member of staff or supervising parent should immediately alert other members of the party and carry out a careful numbers check. If the pupil is definitely still missing:

1. A member of staff or the whole group if appropriate should retrace their movements to the last place that the pupil was seen and carry out a thorough search.
2. On school trips, mobile phones are allowed and the pupils are given the teacher's mobile number to be called only in emergency. However, equally, the teacher will have all the mobile numbers of the pupils on the trip, so he/she can call any pupil very quickly, if they fail to report to the allocated meeting place and at the agreed time. Other pupils should also be quizzed about who saw the missing person last and which group they were in.
3. Another member of staff should alert the management of the organisation being visited and, ultimately, if necessary, the school, with an urgent message for the Head or SMT, to let them know the situation.
4. Pupils on the visit should be asked for any relevant information if appropriate. Senior pupils on trips will never be allowed to go off somewhere on their own. Staff will only allow small groups to go off for agreed periods of time in groups of three or four.
5. If the pupil is not found **after 15 minutes** the police will be called. Depending on location, it may take longer to make the necessary checks, especially when abroad.

Important Note: Should the main school office be closed during the holidays, the Head will have alerted the member of staff in charge as to which member of the Senior Management Team should be contacted in their capacity as the Duty Manager of the SMT and on which number.

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