

Missing Child and Pupil Supervision Policy

Introduction

This policy applies to staff (including volunteers), pupils and parents of the school and may be read in conjunction with the Safeguarding Policy and the Children Missing Education Policy. Children's safety is our highest priority at all times, both on and off school premises.

General supervision arrangements on site

Our general supervision arrangements are described below. Please see our Educational Visits Policy for a description of supervision arrangements outside off site.

- A class teacher and/or a TA is always present in a classroom during lessons and when pupils are having lunch.
- Two adults supervise all Infant and Junior breaks in the playground; all pupils are expected to be outside at break times, unless special permission has been given to attend a supervised session indoors (e.g. library time).
- One or two adults supervise Senior breaks in the playground; all pupils are expected to be outside at break times with the exception of extra-curricular clubs and Year 11 pupils who are permitted to be indoors in a designated classroom. Numerous other staff are in the immediate vicinity.
- When walking to and from Panton Hall for assemblies or lessons (e.g. Drama) pupils are supervised by at least one member of staff. The exception to this is Senior School pupils walking to and from Panton Hall for examinations.
- For activities at Panton Hall there is usually a second adult on the site, providing supervision in support of the main class teacher.
- All after school clubs are supervised by the member of staff or another adult contracted to run the club. Other staff are in the immediate vicinity.
- If Infant/Junior pupils are not collected on time they will be taken to the Office where they are supervised and their parents are contacted.
- Senior pupils are permitted to leave the site independently. If they need to wait, provision is made through our Homework Club on Monday to Thursday until 5pm.

Procedure for child missing during the school day

Should a member of staff note that a pupil is missing during the school day, the school office should be contacted to check the following:

- Check whether there is a legitimate reason for the child's disappearance, e.g. medical appointment.
- Ensure that the child is not with a peripatetic teacher.
- Check the child's timetable for that day.
- Check the signing out/in book.
- Should it become apparent that a child is missing and unaccounted for, the Headmaster must be alerted.
- A thorough search of the premises, both indoors and outdoors will be conducted. The search will include a thorough check of exits, doors and gates to ascertain if there has been a breach of security.

If the pupil then cannot be found after a thorough search the Headmaster will contact the parents. If the parents also do not know where the pupil is, the police will then be contacted together with any other outside agencies.

Procedure for child missing off-site

When it becomes apparent that a child is missing from an activity taking place off-site, e.g. during an Educational Visit, the Teacher responsible or the Trip Leader will be alerted and will then put the following steps in action:

- An immediate headcount will be carried out to ensure that all the other students are present.
- The immediate vicinity will be checked.
- If applicable, the manager of the venue will be contacted and requested to conduct a search.
- If the pupil cannot be accounted for, the Headmaster will be informed and give instructions to the Teacher / Trip Leader.
- The police will be contacted as soon as it becomes apparent that a pupil is unaccounted for and is not at the venue.
- The Headmaster will then telephone the parents to explain what has happened and what steps have been taken.
- The remaining students will be returned to school once it becomes clear that this is appropriate, taking account of the welfare of remaining pupils and the status of any outstanding searches for the missing pupil.
- If the child is injured, a report would be made under RIDDOR to the Health & Safety Executive (HSE).

Record and review

The school will keep a full written record of any incident of a missing child which should include the following:

- The child's name
- Action taken to find the child
- Whether the police or any other external agency were involved
- Outcome or resolution of the incident
- Any reasons given by the child for being missing
- Any concerns or complaints about the handling of the incident
- Written reports from the staff member(s) involved

A full written record will be filed in the child's file including the above information.

Authorised by	Matt Fox
Date	December 2025

Effective date of the policy	September 2018
Review date	December 2027
Circulation	Staff and parents via website