



ROYAL HIGH SCHOOL
BATH

G D S T

MISSING STUDENTS / SUPERVISION OF STUDENTS (SENIOR) [ELIZABETH CUNNINGHAM] 2019-20

This policy applies to all students in the Senior School, and those attending After School Care and Clubs.

There is a policy, known to staff and used in practice, for searching for and, if necessary reporting, any boarder missing from school. This can be found in the boarding house handbooks.

The safety procedure on outings is taken into consideration by staff when planning and writing risk assessments for individual outings.

Aim

[a] to ensure the welfare and protection of all students whilst in our care

[b] to establish the procedure in the unlikely event of a student going missing on the school premises.

Implementation

Systems in place to minimise the risk of children going missing:

- Students are registered at the beginning of morning and afternoon sessions and at the start of each lesson. Any students arriving after registration has closed must sign in at the office or use the electronic fingerprint registration.
- Students and staff are reminded at least once a term of the importance of registering accurately and on time.
- The receptionist checks registers after 9.30 a.m. each morning and follows up any unexplained absences with a phone call or email home.
- It is the responsibility of the member of staff with any class/teaching group to be aware of how many students are present.
- At the start of the academic year, care is taken to explain boundaries of where students can and cannot go.
- Students have to ask permission to go to the toilet.
- Students may miss part of a lesson for an individual music lesson. The timetable of music lessons is published weekly on Firefly by the Director of Music so that staff can check if a student is missing for this reason.
- Parents of students who leave the school site during the day, for a medical appointment or other reason must inform the tutor by letter or email that this is planned. The student should sign out in the Office and sign back in should they return before the end of the school day.
- Students who are unwell during the school day should be seen by the School Nurse before parents collect them. Parents will then sign them out as they leave with their daughter.
- Visitors to school have to sign in and out and wear a badge.

Every care is taken to ensure our students are accounted for at all times. However, if a student does not arrive at a lesson the following procedure will be followed:

- A register is to be taken at the start of the lesson.
- If a student is missing:

- ask other students in the class
 - check emails from medical centre
 - check any comments left by tutor on AM registration
 - look at previous registers to see if there is a consistent pattern
- If no reasonable reason can be found for why a student isn't present, then the missing student procedure should be initiated.

Missing student procedure

- The office, Head of Key Stage and the Deputy Heads or Head will be informed.
- If a boarder is absent from a lesson the Head of Boarding or Housemistress should be informed immediately.
- The office staff check:
 - requests for absence with Head and Head's PA
 - Signing out Book, Peripatetic Music lessons, Library, Medical Centre and SENDCo
- Procedure if a student is still missing:
 - The Pastoral Deputy Head is notified as appropriate or in their absence the Academic Deputy Head. They should coordinate the actions below considering the risk to the student, by considering factors such as method of transport to school, reliability of parent in contacting the school re absence and if the student is of concern or vulnerable.
 - Double check requests for absence with Head/Head's PA.
 - Double check Signing out Book, Peripatetic Music lessons, Library, Medical Centre and Learning Support Co-ordinator.
 - Head of KS and form tutor asked.
 - Photograph of student to be printed from SIMS by office and assistance from the Estates team to be drafted in to facilitate a more detailed search of the building and grounds.
 - On no account will any other students be left unsupervised at any time and staff will work together to ensure that supervision is in place, whilst the search is undertaken.
 - Parents/guardians are contacted by email and text asking them to contact the school receptionist.
 - Student phoned if number is known.
 - Other contacts on SIMS contacted as appropriate.
 - Friends asked if they are aware of reason for absence and to contact the student.
 - If no contact is made Deputy Head will make a decision to contact the Police based on the dynamic risk assessment.
 - On the arrival of the emergency services and the student's parent/carer, the Head or most senior member of staff present will be responsible for apprising them of all information in respect to the missing child and what action has been taken.

- Once the situation has been resolved an internal investigation will take place to examine how it occurred and to put immediate measures in place to ensure it does not happen again. This investigation will be led by the Pastoral Deputy Head.

Implementation of supervision of day and boarding students during the school day:

Arrival and departure from School

- There is a dedicated coach bay up the hill and on the same side of the road as the school.
- Members of the Estates Team bring some children from the station to school in a minibus.
- Entry to school and exit is by doors secured with keypads (numbers changed at regular intervals).

Before school

- The Senior School Staff Handbook provides details of before and after school care provision.
- Day students are allowed into selected areas from 8.00 a.m. (staff supervision is indirect).
- In case of an emergency (e.g. Fire Alarm), boarding staff supervise students.
- Direct supervision begins at 8.35 a.m.

Breaks and lunchtimes

- The Senior School Staff Handbook outlines Staff Duties and has a copy of the constantly updated rota.
- One member of staff is on break-time duty in the Dining Room.
- Two members of staff, aided by 6th Formers, are on lunch-duty in the Dining Room.
- One member of staff patrols the school (inside and outside) during School Duty (13.10-13.50).

Lunch clubs

- Most clubs are run by staff.
- Any run by Y12-13 are overseen by staff (e.g. Y7 Drama by Head of Drama).
- The Assistant Head (Co-curriculum) knows who relevant staff and students are & has oversight of the whole system.

After school activities

- If an activity is run by staff, they take a register for emergency purposes.
- External providers also take registers, under the auspices of Heads of Sport & Speech and Drama.
- Examples of external provision includes: Judo, Fencing and Football.
- Staff have to examine activities to see if there is need of an additional risk assessment.

After school care

- Students signed into After School Care with member of staff i/c can go to work in the Library.
- Librarian is there until Library is locked at 5.00 p.m.; students sign in at 4.00 p.m. and return to member of staff i/c afterwards.

Libraries

- If a Teaching Assistant is present, she logs in as Librarian & registers students on SIMS (paper as back up).
- If Librarian is by herself, she logs onto SIMS; once in Library, students stay for the whole period.
- If Librarian expects 'overflow' students from SENDCo or EALCo, and they do not arrive, she phones to check.
- Lunchtime supervision in Main School Library is split between the Librarians.
- Students in 6th Form Library are supervised by a librarian in lesson time, except when she has TA duties.
- The 6th Form Library is open for use after 4.00 p.m.

Medical Centre (day students)

- Students must go to the School Office before going to the Medical Centre.
- The Office telephones to ensure that a Nurse is present & the student will not be left alone.
- Any student leaving a lesson needs to be accompanied by another one.
- Emails are sent regularly by the Nurse to alert staff as to which students are in the Medical Centre.

- If a student is being sent home, the School Nurse must see her prior to leaving.
- Once the parent arrives, the Nurse escorts the student to the School Office & signs the student out.

Medical Centre (boarders)

- One Nurse is on duty at the week-end.
- If a student in Gloucester House is unwell, they can go from the House Medical Room to the Medical Centre.
- If a student in School House is unwell, the Nurse collects them from the Medical Room.
- Students do not stay in the Medical Centre overnight, but go to the House Medical Rooms or own rooms.
- The Nurse escorts students to Medical Room & let staff know re medication, online system, medical form.

Music Department

- The Head of Music has oversight of the peripatetic staff timetables with personal students via Firefly.
- All practice rooms have glass panels in the doors.
- All lessons are held within the school day (defined as 8.30-4.00).
- After-school rehearsals are only taken by school music staff, not by external providers.
- Any additional guests (e.g. examiners) are not left unattended & are provided with red lanyards.

Sport

- The P.E. department takes responsibility for students on fixtures and supervises them appropriately.
- Risk Assessments covering Trust Rallies, Travel, Activities on and off site are in the departmental handbook.

Boarding

- Boarding has its own supervision arrangements in line with NMS and BSA guidelines.
- These can be found in the Boarding Handbook which is updated annually.

Out of Bounds

1. The passageways under the main school building are strictly out of bounds.
2. The wooded area beyond the swimming pool is also out of bounds.
3. The Swimming Pool is within a secure gated enclosure and is strictly out of bounds without the presence of a lifeguard and a member of staff.
4. The pond area adjacent to Sophie Cameron Theatre is out of bounds without a member of staff and there are gates securing this area.
5. Risk assessments are in place for areas of potential hazards e.g. steep stairs within School House, pond area.
6. Re Boarders: pre-6th Form, normal signing in and out procedures apply for walking in the school grounds – and the students are to go around in small groups and not go beyond the school boundaries; Y12-13, normal signing in and out procedures apply – and they are allowed into town after school.

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| Reviewed: June 2019 | Next Review: June 2020 |
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