

BROCKWOOD PARK SCHOOL

STUDENT SUPERVISION AND MISSING CHILD POLICY

Last Review Date	August 2021
Policy endorsed by	Principal
Policy is maintained by	Pastoral Coordinators, Curriculum Group
ISI Regulatory Paragraph Number	7, 8, 14, 15
Next review date	August 2022
Review body	Principal

Brockwood Park School is committed to provide, as far as is reasonably practicable, a safe environment for the students of the school. This policy seeks to clarify the level of supervision provided during the school day so that all staff and parents are aware of the standards that are expected.

The table below outlines a typical day at the school and the supervision provided:

08:40 – 08:55	<p>Morning meeting All students attend this silent meeting, and attendance of all students is taken when they enter the hall. Staff members ensure that anyone not present is found and accounted for before or during the meeting. The register is taken by two students designated to the task in collaboration with one staff member, and they pass this to the receptionist after the morning meeting who enters it into the records.</p>
08:55 – 09:30	<p>Breakfast All students will be checked by their tutors or floor people before the end of breakfast. This involves checking students in their rooms. If a student reports as ill, the tutor informs the infirmary team, which is then responsible for supervising the student throughout the day.</p>
09:30 – 10:00	<p>Morning jobs There are coordinators for morning jobs who ensure that all students are present at their jobs. Additionally staff work alongside students in these jobs.</p>
10:10 – 13:05	<p>Morning sessions All students have activities during this period. For all courses, teachers are responsible for the students they are working with. Students working on independent projects have an allocated ‘study hall’ slot for which attendance is taken. These teachers then check</p>

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	<p>on students during the morning. If a student does not attend a class or study hall, the teacher will initiate a search for the student immediately.</p> <p>Infirmiry staff are responsible for students who are sick and are not attending classes.</p>
13:05 – 14:30	<p>Lunch (and rota)</p> <p>The whole school is expected to take lunch together in the dining hall (except in fine weather when lunch is also taken outside). Advisers identify whether their advisees are attending lunch and follow up if this is not the case.</p>
14:30 – 16:30	<p>Classes or Study Hall or Sports</p> <p>Classes continue in the early afternoons and this includes Study Hall and sports. During classes or study halls, each student is accounted for by the staff member leading each activity.</p> <p>On a sports afternoon, each student is accounted for by the staff member leading each activity.</p> <p>If a student does not attend a session, the teacher will initiate a search for the student immediately.</p>
16:30 – 19:00	<p>Clubs/Meetings</p> <p>If Staff are in meetings then students are made aware of where this is taking place should they need to contact staff members. If there is no meeting, a staff member will be on duty and available if needed, though in practice many staff members are available during this time.</p>
19:00 – 20:15	<p>Supper (and rota)</p> <p>Staff Members are present at supper, though on the weekends, students are permitted to make their own food in the student kitchen. A staff member is on duty throughout this period.</p>
20:15 – Room Time	<p>Free Time to Room Time</p> <p>A Staff Member is on duty (on a rota basis) every day from 15:00 until 22:00 on weekdays, 23:00 on Friday and Saturday evenings, and 21:30 on Sunday evening.</p> <p>At room time, floor people check all students are in their rooms. They take a register of the students, which is passed monthly to the receptionist. In the instance that a student is not present, the floor person instigates a search for that student.</p>

Students' Arrival and Departure

- Students are to arrive on the arrivals day and leave on departure day as specified on the school calendar which is shared with them and the parents before the school begins.
- Students are not allowed on site during the holidays unless they have special permission from the Pastoral Coordinators or Principal.
- The Adviser or Pastoral Coordinator will contact the parent if a child fails to arrive at school without an explanation.

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Supervision whilst travelling to and from the school

- Parents are responsible for ensuring that their children travel safely to and from school.

Supervision at School during the term

- Most Staff Members are on site during the normal school week (Monday through Friday).
- There is a Staff Member on Duty each evening until room time (The time at which students are required to be in their rooms - 22:00 on most evenings, 23:00 on Friday and Saturday evenings, 21:30 on Sunday evenings).
- At least one Staff Member is on duty during the weekend until bedtime. Floor staff are on duty beginning at bedtime.

Supervision at Night and Accommodation Security

- The girls' accommodation in the main building is accessed by combination locks.
- Normally at least two staff members of the same gender as students sleeping in each block and one Staff Member on floor duty in each wing.
- Boys' accommodation in the Cloisters has an outside door closure fitted with a combination lock.
 - There are normally 4 Staff Members living and sleeping in the Cloisters, with one Staff Member on floor duty throughout the night.
- Both wings in the Pavilions (boys' and girls' wings) are locked at all times and accessed by electronic keypads.
 - There are normally at least 3 Staff Members sleeping in each Pavilion wing, with one Staff Member on floor duty throughout the night.
 - The entrance doors to each separate Pavilion are also controlled by electronically operated key locks.

Registration

A register of students is taken:

- At the start of the morning in the morning meeting; and
- At room time.

The register is taken by two students before morning meeting; however this is overseen by a Staff Member on morning duty. In the case of students who are absent but not sick, members of the community will find them so that they attend. After the meeting, the register is taken by the designated student or staff to the receptionist who enters it into the school records.

At room time the register is taken by the floor people on duty that night. They register all the students on their wing, and give the information to the receptionist on a monthly basis. In an instance where a student is not present, the floor person will instigate a search for the student.

In both situations, if a student is absent and not accounted for, staff members take responsibility for finding the student. This ensures all students are accounted for, both in the

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morning and in the evening. If a student cannot be found, a missing student procedure is instigated.

Medical Supervision

The Infirmary team is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. A number of members of the teaching staff and non-teaching staff, who are trained and qualified as First Aiders are able to give emergency first aid. Please refer to our First Aid Policy and Medical Policy for more information.

Supervision during Educational Visit Policy

Please refer to our Educational Visit Policy

Staff Induction

All new members of staff receive a Staff Handbook as well as a thorough induction into the school's expectations of the appropriate levels of student supervision.

Missing Students

Students have to be accounted for at various times throughout the day. There is a **floor check** before breakfast to ensure that you are out of bed and are not ill. If you leave the grounds during the afternoon, evening or weekend **you must sign out** (see the section on Leaving the School Grounds on page 24). There is also a **floor check** at the end of the day – please make sure you are always in your room/wing at room time. If you cannot be located, staff will need to search for you immediately. If you are not found after 30 minutes the Principal and/or Pastoral Coordinators will be advised. If you are not found after one hour your parents and the police will be notified.