

BROCKWOOD PARK SCHOOL
STUDENT SUPERVISION AND MISSING CHILD POLICY

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Policy is maintained by	Pastoral Coordinator, Curriculum Coordinator
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Review body	School Management Committee

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1. Introduction

Brockwood Park School is committed to providing 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. It also outlines the procedure the school will follow should a student go missing while under the care of the school.

2. Supervision during a typical day at Brockwood

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

07:45 – 08:40	<p>Morning check</p> <p>All students will be checked upon by the staff members doing the morning floor check (either infirmary team or staff on duty) before the silent morning meeting. This involves checking students in their rooms and making sure they are awake and well. If a student reports as ill, the staff member doing the check informs the infirmary team, who are then responsible for supervising the student throughout the day. Students on the sick list are expected to stay in their rooms all day, apart from short walks outdoors if agreed with the infirmary team.</p>
08:40 – 08:55	<p>Morning meeting</p> <p>All students attend this silent morning 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 school secretary after the morning meeting who enters it into the records.</p>
08:55 – 09:30	<p>Breakfast</p> <p>All students are expected to be at breakfast (except when sick) which happens in the school's Dining Hall and is attended by most staff members.</p>
09:30 – 10:00	<p>Morning jobs</p> <p>There are coordinators for morning jobs who ensure that all students are present in their areas and doing their jobs. Additionally, staff work alongside students in these tasks.</p>
10:10 – 13:05	<p>Morning classes and study halls</p> <p>All students have activities during this period. For all courses, teachers are responsible for the students they are working with and take attendance.</p>

	<p>Students working on independent projects have an allocated ‘study hall’ slot for which attendance is taken. These teachers then check 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. Infirmary 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 aim to identify whether their advisees are attending lunch and follow up if this is not the case.</p>
14:30 – 16:50	<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. On a sports afternoon, each student is accounted for by the staff member leading each activity. If a student does not attend a session without having obtained prior permission to do so (e.g., through the Infirmary Coordinator due to sickness), the teacher will initiate a search for the student immediately.</p>
16:50 – 19:00	<p>Tea time, clubs and meetings</p> <p>A staff member will be on duty in the late afternoons and evenings. If staff are in meetings, then students are made aware of where this is taking place should they need to contact staff members. On those days that staff meetings happen, a staff member that does not participate in those meetings will be on duty and available for students. In practice, most staff members are available during this time.</p>
19:00 – 20:15	<p>Supper (and rota)</p> <p>The whole school is expected to have supper together in the dining hall. 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 – 23:00	<p>Free time until Wing Time (Floor Check Time)</p> <p>After supper, students have free time even though on most days, activities are organised that are attended by students. A staff member is on duty every day from 15:00 until 22:00 (23:00 on Fridays). At floor check time, staff on evening floor check make sure that all students are in their wings (areas of accommodation). Students must not leave the wing anymore after that time. During floor check, staff take a register of the students, which is passed monthly to the school secretary. In the instance that a student is not present, the floor check person will initiate a search for that student immediately.</p>

3. Students' arrival and departure

- Students are to arrive on the arrival 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 Coordinator or a member of the School Management Committee (this would only apply to emergency situations, for example where a flight has been changed last minute and an international student has to stay on site for an extra night).
- The Student Adviser or Pastoral Coordinator will immediately contact the parent if a child fails to arrive at school without an explanation.

3.1. Supervision whilst travelling to and from the school

Brockwood Park School prioritises the safety and supervision of our students and prospective students during their travel to and from school. We work with several trusted and well-known taxi companies. Parents are responsible for booking travel arrangements, ensuring their child has the necessary travel documentation, and clearly communicating travel arrangements and times with the school.

International Students and Prospective Students:

- We require submission of travel itineraries and strongly discourage the use of public transport. For international students on student visas, it is crucial that parents provide the school with all the necessary travel information.
- We assist in organising taxi rides to school (and from school to airports) through our trusted taxi service to ensure their safety.
- Upon arrival at the UK airport, our taxi drivers will meet students at the arrivals hall. Drivers will have clear identification and a sign with the school's name and the student's name to ensure easy recognition.
- For unaccompanied minors, we provide necessary letters requested by airlines to ensure smooth travel.

Local or UK Parents:

- Parents who drop off students at school are responsible for their child's safe travel.
- Parents must communicate clearly with the school and provide detailed travel information, including expected arrival times.

Emergency Protocols:

- We maintain up-to-date emergency contact information for all students and parents.
- Students and parents are provided with the school's emergency phone number and are advised to carry an emergency kit with essential items.
- In case of travel delays or missed flights, parents and students must inform the school immediately to arrange alternative plans.

For any travel-related issues, students and parents should immediately contact the school's emergency number for assistance.

4. Supervision at school during the term

- Almost all residential members are on site during the normal school week (Monday through Friday).
- There is a staff member on duty each evening until floor check time (the time at which students are required to be in their wings (areas of accommodation) - 22:00 on most evenings (23:00 on Fridays).
- At least one staff member is on duty during the weekend until floor check time. Floor staff are on duty beginning at floor check time.

4.1. 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 an electronic keypad lock.
 - There are usually three to four 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 three 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.

4.2. Registration and attendance

A register of all students is taken:

- At the start of the morning before the morning meeting; and
- At floor check time (at night).

The register is taken by two students before the morning meeting; however, this is overseen by a staff member on morning meeting duty. In the case of students who are absent but not sick, members of the community (instructed and overseen by the duty staff) will find them so

that they attend. After the meeting, the register is taken by the designated student or staff to the school secretary who enters it into the school records.

At floor check 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 school secretary 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 morning and in the evening. If a student cannot be found, a missing student procedure is instigated.

4.3. 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. Most of the residential and non-residential staff are trained and qualified as First Aiders and are able to give emergency first aid. Please refer to our *First Aid Policy* and *Medical Policy* for more information.

4.4. Supervision during educational visits

Please refer to our *Educational Visits Policy*.

4.5. 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.

5. Missing students

Students have to be accounted for at various times throughout the day. There is a **floor check** before breakfast to ensure that they are out of bed and not ill. **Whole school attendance** is taken before the **Morning Meeting** as well, and if students do not attend a staff member on morning meeting duty checks on them. If students leave the grounds during the afternoon, evening or weekend **they must sign out** as explained to them in the student induction and key written information for boarders. There is also a **floor check** at the end of the day at which attendance is taken on the wing – we make sure students are always in their wing at evening floor check time. If they cannot be located, staff know that they will need to search for them immediately. If they are not found after 30 minutes, the Pastoral Coordinator and/or other members of the School Management Committee will be advised. If they are not found after one hour, the parents and the police will be notified.