

STUDENT SUPERVISION AND MISSING CHILD POLICY

BROCKWOOD PARK SCHOOL

Last Review Date	24 Aug 2025
Policy endorsed by	The Trustees & School Management Committee
Policy is maintained by	Pastoral Coordinator + Head of Boarding
Next review date	August 2026
Review body	School Management Committee

Table of contents

1. Introduction.....	2
2. Supervision during a typical day at Brockwood.....	2
3. Students' arrival and departure.....	4
3.1. Supervision whilst travelling to and from the school.....	4
4. Supervision at school during the term.....	5
4.1. Supervision at night and accommodation security.....	6
4.2. Registration and attendance.....	6
4.3. Medical supervision.....	6
4.4. Off-site activities.....	7
4.5. Supervision during educational visits.....	7
4.6. Staff induction.....	7
5. Missing students.....	7
5.1. Response to a missing student.....	8

1. Introduction

Brockwood Park School is committed to providing a safe environment for the students of the school. This policy clarifies 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.

This policy was written with reference to:

- Education (Independent School Standards) Regs 2014 Pt 3;
- National Minimum Standards for Boarding Schools 2022 (Standard 20);
- Keeping Children Safe in Education 2025;
- Working Together to Safeguard Children 2023;
- School Attendance (Pupil Registration) Regs 2024;

It should be read in conjunction with our *Safeguarding & Child Protection Policy* and our *Pastoral Care and Boarding Policy*.

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	Morning check 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.
08:40 – 08:55	Morning meeting 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 a designated staff member each morning. The register is digital and accessible by all staff members. If a student is not present during the morning meeting, the staff member immediately initiates a search ensuring the student can be accounted for. If a student cannot be found, a missing student procedure is instigated.

08:55 – 09:30	Breakfast All students are expected to be at breakfast (except when sick) which happens in the school's Dining Hall and is attended by most residential staff members.
09:30 – 10:00	Morning jobs 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.
10:10 – 13:05	Morning classes and study halls All students have activities during this time. For all courses, teachers are responsible for the students they are working with and take attendance. Students working on independent projects have an allocated 'study hall' slot for which attendance is taken by the staff member supervising the activity. 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.
13:05 – 14:30	Lunch (and rota) The whole school is expected to take lunch together in the Dining Hall (except in fine weather when lunch is also taken outside). Student Advisers aim to identify whether their advisees are attending lunch and follow up if this is not the case.
14:30 – 16:50	Classes or study hall or sports Classes continue in the early afternoons and this includes study hall and sports. During classes, sports sessions or study halls, 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.
16:50 – 19:00	Tea time, clubs and meetings A staff member will be on duty in the late afternoons and evenings. Other staff members are also present in the main house or other areas including boarding areas. 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.

19:00 – 20:15	Supper (and rota) The whole school is expected to have supper together in the Dining Hall. Staff members are present at supper. On the weekends, students are permitted to make their own food in the student kitchen. A staff member is on duty throughout this period.
20:15 – 23:00	Free time until Floor Check Time 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 on the digital <i>School Attendance Register</i> . In the instance that a student is not present, the floor check person will initiate a search for that student immediately.

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. The School Secretary collects travel data and times in advance allowing the school to track their travel and expect them at their scheduled arrival time.
- 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

The 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 staff members are on site during the normal school week (Monday to Friday). In practice, most residential staff members are also on site during the weekend.
- 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

In the areas of accommodation

- The girls' accommodation in the main building is accessed by combination locks.
 - There are usually three to four staff members living and sleeping in the West Wing and two in the East Wing. All of them are on floor duty throughout the night in their respective area, with one responsible for the evening floor check.
- 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. All of them are on floor duty throughout the night, with one responsible for the evening floor check.
- Both wings in the Pavilions (boys' and girls' wings) are locked at all times and accessed by electronic keypads.
 - There are usually three to four staff members living and sleeping on each side of the Pavilions. All of them are on floor duty throughout the night, with one responsible for the evening floor check.
 - 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 a staff member (supported by one or two students) before the morning meeting via the *School Attendance Register*. If a student is not present during the morning meeting, the staff member immediately initiates a search ensuring the student can be accounted for. If a student cannot be found, a [missing student procedure](#) is instigated.

At floor check time (at night) the register is taken by the floor people on duty that night. They register all the students on their wing via the *School Attendance Register*. In an instance where a student is not present, the floor person will instigate a [search for the student](#).

4.3. Medical supervision

The *Infirmity 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 provide emergency first aid. Please refer to our *First Aid Policy* and *Medical Policy* for more information.

4.4. Off-site activities

During the day, on weekends and outside of class time on weekdays, students are permitted to leave the site to go on nature walks or cycles in the surrounding area. As part of the student induction, they are instructed to sign out at reception, leaving their name, destination/activity, departure time and estimated arrival time (and phone number if they carry a phone) in the sign-out book. On most Saturdays, students are allowed to visit local towns of Petersfield and Winchester in small groups, using the same sign-out procedure and carrying a mobile phone with them.

Night walks and cycling

Once it gets dark outside, no walks outside of school grounds are permitted (including very early mornings when it is still dark). Cycling is also not permitted when it is dark.

Exceptions for off-site group walks must be requested from the Pastoral Coordinator beforehand and would usually have to happen with the supervision of a staff member.

4.5. Supervision during educational visits

Please refer to our *Educational Visits Policy*.

4.6. 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 are accounted for at various times throughout the day. There is a **morning 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 an **evening 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.

5.1. Response to a missing student

Staff members are inducted (and reminded annually) to act according to the following procedure when a student is missing.

Immediate

Staff initiate a search of likely locations (bedroom, common areas, classrooms, grounds) and attempt to find the missing student. Time first noted missing should be recorded.

After 30 minutes

If the student is not found after 30 minutes (or earlier in case of known risk factors, e.g., known mental health risk, recent safeguarding concerns, SEN vulnerabilities), the matter is escalated to the Pastoral Coordinator and the DSL (and other members of the SMC). A wider search of the site is coordinated, and continued search attempts are made.

After 60 minutes

If still missing after 60 minutes, parents/guardians are informed and the police contacted with full details of the incident, including last known sighting, actions taken, and any known risks. Police may be contacted earlier if the student is considered at risk of significant harm.

When found

Ensure the student's safety and wellbeing, notify parents and relevant authorities where necessary. When the student is found, the incident is recorded in the pastoral log unless safeguarding concerns are identified, in which case it is recorded in the safeguarding log and the DSL leads the response. A review of supervision and procedures will follow.

