

SINCLAIR HOUSE SCHOOL

Safeguarding Children – Pupil supervision policy

This policy applies to both the Montessori Nursery and the Prep school, including the Early Years Foundation Stage (EYFS) is publicly available on the school website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the School Office.

Document Details

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| Responsible Area | Safeguarding Team |

Applies to all:

- the whole school (Nursery site and Prep school site) including the Early Years Foundation Stage (EYFS), the after/before school clubs, and all other activities provided by the school, inclusive of those outside of the normal school hours;
- all staff (teaching, support and office staff), Proprietor, Advisory Board and volunteers working in the school.

Related documents

- Safeguarding and Child Protection Policy
- Missing Child Policy
- EYFS Policy
- Educational Visits Policy
- Drop Off and Collection Policy
- Health and Safety Policy
- Risk Assessment Policy
- Behaviour Policy
- Staff Handbook

Monitoring and Review:

Monitoring and review: This policy is subject to continuous monitoring, refinement and audit by Sasha Gibson who is the Headmistress and Safeguarding Lead and Francesca Monti who is the Deputy DSL. The Headmistress will undertake a full annual review of this policy and procedures annually in January, inclusive of its implementation and the efficiency with which the related duties have been discharged. This discussion will be formally documented in writing and shared with the Advisory Board at the end of Spring Term. The Headmistress recognises the expertise staff build by undertaking safeguarding training and managing safeguarding concerns. As such, staff have the opportunity to contribute to and shape our safeguarding arrangements and child protection policy. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay. All staff will be informed of the update/review and it is made available to them in either a hard copy or electronically.



Signed:
Carlotta TM O'Sullivan
Principal & Proprietor

Date: 25th January 2021

Sinclair House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

Mission Statement

**A thirst for knowledge
A search for truth
A love of beauty
An understanding of compassion
&
The self-confidence to express them all**

Equality Statement

At Sinclair House Montessori Nursery and Prep school we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from the Nursery and Prep school, irrespective of race, gender, special educational needs and disability, religion or socio-economic background. We aim to develop a culture of inclusion and diversity in which all those connected with the Nursery and Prep school feel proud of their identity and able to participate fully in Nursery and Prep school life.

Introduction and Aims

Sinclair House Montessori Nursery and Prep school is committed to safeguarding and promoting the welfare of pupils' in its care. Sinclair House School includes:

- Sinclair House Montessori Nursery (Munster Road) which is managed by the Nursery Manager who is also the Deputy Designated Safeguarding Lead for the school.
- Sinclair House Prep School (Fulham High Street) which is managed by the Headmistress who is also the Designated Safeguarding Lead for the school. The Prep School also has an additional Deputy Designated Safeguarding Lead.

The Headmistress (SHS Prep school) and Nursery Manager (SHS Montessori Nursery) are required to ensure, as far as possible, that adequate supervision of pupils takes place throughout the Nursery and Prep school day and that both learning environments are a safe place for pupils and staff. All members of staff at Sinclair House School (Nursery and Prep) have a duty of care to all pupils and this responsibility includes the maintenance of good order and discipline throughout the day. Professional judgement is required in view of the age of the pupils and the nature of the activity they are engaged in. It is the Headmistress's and Nursery Manager's responsibility to ensure that high standards of behaviour are maintained and that appropriate levels of supervision are in place.

The policy and procedures for the supervision of children at the **start of the school day at the Nursery and Prep school**, during **break/lunch times** and at the **end of the school day for the Nursery and Prep school** are given, as well as what to do if a child goes **missing either at Nursery or Prep school or on an outing**. Procedures for dealing with **personal accidents** are also given. This policy is split into Sinclair House Montessori Nursery and Sinclair House Prep School to accurately show the policy and procedure in place at both sites.

Sinclair House Prep School

1. Staff responsible for supervision duties (Office staff, Teachers and Teaching Assistants)

There is a list of supervision duties issued each year and checked each term. The Office staff, Teachers and Teaching Assistant staff must be responsible for checking and noting their own duties. The arrangements for playground supervision are the same at morning break and at lunch time break. Any changes to duties will be communicated in advance by either the Headmistress, Academic Deputy Head, Pastoral Deputy Head and/or Teaching Assistant co-ordinator.

2. Prep school day (08:00am – 4:30pm)

All parents are made aware of the starting time of the school day. Pupils are not allowed to enter the school building before 8.20am unless attending a supervised club (08:00am – 08:20am).

Supervised clubs before 8:20am:

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08:00am – 08:20am Early Birds (before school club)

Before school 'early birds' supervision is offered to pupils from 08.00am – 08:20am and is supervised by two members of staff. Children are signed-in on arrival, entering the school through the main reception where they are met by the school secretary who directs them to the playground or library.

08:00 – 08:20am Enrichment Clubs (before school club) Any children arriving for a club before school, 08:00am – 08:30am enter through the main reception, where they are met by the school secretary who directs them to the playground or library (it may also be the case, depending on the club, the children are met in the main reception by the member of staff running the club). Once arrived, a register is taken of attendees. At the end of the club, the children are then sent to their classrooms to meet their Class Teacher for the start of the school day.

08:20am – 08:30am Start of school day (Pre-Reception – Year 6)

All years arrives at 8.20 am and enters the school through the main reception, where they are greeted by staff on door duty. The children will either bring scooters to the main hall, which is supervised by a member of staff or go straight to their classrooms where they are met by their Class Teachers

Registration for Pre-Reception – Year 6

Each class is registered by 8.40 am on ISAMS. The school secretary looks at Pre-Reception – Year 6 registers between 8:50am – 9:10am and any unaccounted children are contacted by 9.30 am by the school secretary. The school secretary informs staff by ISAMS of any absent or late children by 9.30 am. Registers close at 8:45 am. Afternoon registers are taken again at 1:00 pm for EYFS and KS1 and subsequently at 1.30 for KS2. All notes of absence are recorded on ISAMS. Any unusual length of absence or repeated late arrivals is recorded and reported to the Headmistress/DSL who may contact the Social Welfare Office if there is a concern.

Late Children

Any child arriving after the doors have shut at approximately 8.30am must come with their parent to the main reception where they will sign using the paper sign in book. The school secretary/office staff update the class register on ISAMS and the Class Teacher who may send a TA to collect the child or if older then the child can make their way to class independently.

Lessons

Individual Teachers are responsible for the supervision of their classes. Classes should not be left unsupervised.

Should the need arise staff may;

- * Summon help from a Teacher in an adjacent classroom.
- * Use the phone in the classroom to call the school office or Headmistress's office
- * If appropriate, send the individual with another accompanying pupil to the school office.

Moving around the School

All staff take an active interest in the conduct and demeanour of pupils as they move around site. Any untoward or dangerous behaviour will be challenged.

Break times

Morning Break times

- Morning break: 09:50am – 10:10am Pre-Prep (Pre-Reception – Year 2)
- Morning break: 10.40 – 11.00 am (Year 3 – Year 6)

Morning Break

There is a staff Duty Rota in place for the supervision of morning break and lunch break in the playground. As part of their duties, Teachers and Teaching Assistants are responsible for supervising pupil behaviour during morning and lunchtime breaks according to the duty rota, published by the TA co-ordinator and Deputy Heads. If a member of staff is due to miss a duty, it is his or her responsibility to organise a swap with a colleague and inform the Deputy Heads & TA co-ordinator.

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No child is allowed in the playground or Library at morning or lunch break unless a staff member on duty is present. Children are given regular reminders of this. If there is a medical reason why the child cannot go to break time in the playground, the Class Teacher will ensure the child is supervised either in the main office, the library or classroom.. Reception children have supervised breaks in the EYFS areas, appropriate to their classrooms, and also in the main playground. Children should stand or sit whilst eating snacks and put wrapping papers in the bins. Year 5 and Year 6 children have access to the 'chill out' room and terrace at break times, with a staff member on duty supervising the children in these areas.

There is a First Aid Kit located in the hall. If a child has a minor accident in the playground the staff member completes an accident form in the main office or a 'Mr Bump' form at the end of break. If it is a major accident, the office would be contacted and a paediatric first aider would attend to the injury. On hearing the clap, children will line up quietly and supervisory staff will accompany children to their classes.

Lunchtime timings 12:00 – 1:30 pm

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| 12:00 – 12:30pm | Pre-Prep lunch (Pre-Reception – Year 2) |
| 12:30 – 13:00 | Pre-Prep playtime |
| 12:30 – 13:00 | Prep lunch (Year 3 – Year 6) |
| 13:00 – 13:30pm | Prep playtime |

Eating lunch

All children eat lunch in the lunchroom, under the supervision of two members of staff (Teacher or Teaching Assistant – Duty Rota). At the end of the designated lunchroom time, one of the staff members (Teacher or Teaching Assistant) lets the members of staff in the lunchroom aware that the playground is open and supervised for lunch time play. The members of staff on duty in the lunchroom organise each class to leave the room in an orderly manner.

The two Teachers/Teaching Assistants on duty should:

1. Encourage good table manners and orderly behaviour in the lunchroom.
2. Check that what is needed is on the table.
3. Ensure children are responsible for clearing the table.
4. Encourage children to eat the meal provided and encourage them in the avoidance of waste.
5. Supervise the orderly return of dishes etc. to the given point.
6. Clean up after the spillage of food, water or sickness during the meal.
7. Encourage positive social conversation and table manners, ensuring the volume is kept at an appropriate level in the lunchroom.
8. Ensure that the children leave the dining room in an orderly fashion, calling out each class when it is their turn to leave the lunchroom to go to the playground for lunch playtime.

Lunch playtime

Supervision of lunch playtime in the playground consists of two members of staff (Teacher/Teaching Assistant), including supervision of the chill out area. If the library is open at lunch playtime, there will be an additional member of staff in the library also.

Lunchtime Club Children

Children attending clubs/private lessons during their normal lunchtime may require to eat lunch at an alternative sitting; this will be organised by the Class Teacher beforehand and the staff on duty will be made aware. They must ask permission to leave for their club or lesson.

End of Day

The school teaching day for Pre-Reception – Year 6 finishes at 3:30pm. At 3:30pm, all classes gather in the sports hall/playground, lining up with their Class Teacher. Parents collect their children from the sports hall/playground and all children must be dismissed by their Class Teacher or member of staff in charge of dismissing them. All children must shake their Class Teacher's, or member of staff dismissing them, hand and say, 'good afternoon.' If a child is to go home with another parent, then the parent must inform the Class Teacher and/or the school office, with note written down in the playground book for all staff members to see. Children in Year 6 may leave the school unaccompanied and will sign out from the main office before they leave the school premises; however, this must be pre-arranged and agreed by the school with parents.

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Children attending clubs at 3.45pm will be met in the playground by the club teacher and a register will be taken. Club attendance/registers are confirmed at the start of term and any changes or updates will be communicated by the school office.

After School Clubs (3.45-4.30 pm)

Children attending after-school clubs will be collected by their club Teacher from the sports hall/playground and taken to the place where the club takes place at 3.45 pm. Registers are collected and attendance is taken and the register is returned to the school office after the children have been signed out by their parents. At the end of the club, the children are dismissed in the sports hall/playground and any child not collected is brought to the school office and a call is made to the parents by the school secretary/office staff.

Action to be taken if a child is not collected from school

If a child has not been collected at the end of school (3:30pm and 4:30pm), the following procedures will take place:

- The staff will bring the uncollected child to the attention of the school secretary/office staff at 4.30 pm who will call parents/named adult for collection. In the absence of the school secretary/office staff, the Class Teacher or club lead to call. The parents will be contacted using all available numbers on the contact form. The emergency number of a friend or neighbour will be contacted otherwise.
- If there is no response from the above calls, the police will be informed.
- Social Services will then be informed, and an outcome could be that they will take the child into care.

3. Other areas of supervision

Collection of a child during the day

If a child is collected before the end of the day, the adult collecting the child has to sign him/her out using the paper collection system in place and the school secretary/office staff will update ISAMS accordingly. The office staff are responsible for administering this system. The child is then signed in again by the adult if the child returns during the day.

Sport

Appropriate staffing levels are in place for all sporting activities and risk assessments will have been undertaken where appropriate. Staff involved in such activities must be aware of the relevant Health and Safety

procedures and will ensure that appropriate supervision is in evidence at all times during the activity.

Reception swimming:

A register is taken by one member of the sports department at the Prep school. Reception Teacher, Reception Teaching Assistant and any 1-1 staff, along with a member of staff from the sports department accompany children onto the bus and are taken to swimming pool (Fulham Pools – Virgin Active) by Gallagher's bus company. Once at the pool, all children are supervised by Sinclair House School staff members and change in designated changing rooms. All Sinclair House School staff sit on pool side and watch lesson. Virgin Active instructors lead the lessons (one instructor for a group of six children). After the lesson, children get changed and then a register is taken before boarding the bus back to school.

Key Stage One swimming:

A register is taken by one member of the sports department at the Prep school. Key Stage One Teacher, two Teaching Assistants and any 1-1 staff, along with a member of staff from the sports department accompany children onto the bus and are taken to swimming pool (Fulham Pools – Virgin Active) by Gallagher's bus company. Once at the pool, all children are supervised by Sinclair House School staff members and change in designated changing rooms. All Sinclair House School staff sit on pool side and watch lesson. Virgin Active instructors lead the lessons (one instructor for a group of six children). After the lesson, children get changed and then a register is taken before boarding the bus back to school.

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Key Stage 2 swimming:

A register is taken by one member of the sports department at the Prep school. Key Stage Two Teacher, two Teaching Assistants and any 1-1 staff, along with a member of staff from the sports department accompany children onto the bus and are taken to swimming pool (Fulham Pools – Virgin Active) by Gallagher’s bus company. Once at the pool, all children are supervised by Sinclair House School staff members and change in designated changing rooms. All Sinclair House School staff sit on pool side and watch lesson. Virgin Active instructors lead the lessons (one instructor for a group of eight children). After the lesson, children get changed and then a register is taken before boarding the bus back to school.

External Matches

Any children playing in an external match are notified by letter of the date/time/venue etc. requesting contact details and medical information. Children are transported using the school mini-bus when appropriate, accompanied by at least two members of staff, and returned to the school afterwards still supervised by the two members of staff. Parents collect the children at the given time unless another arrangement has been made, i.e. parents are able to collect from the away location if arranged with the staff supervising beforehand.

Collection of a child for a private lesson during the school day

The Peripatetic Teacher will provide the Class Teacher with a rotating timetable so that the same lesson is not missed each week. The Peripatetic Teacher will **collect and return the child to the class**. In the event of fire, the Peripatetic Teacher will accompany the child to the fire assembly point so that the private lesson child is accounted for and ensures the child returns to the class line. If the class moves to another lesson e.g. to the sports hall, the Peripatetic Teacher collects/returns the child from/to that lesson.

Clubs and Activities

It is the responsibility of Teachers and visiting instructors to ensure that pupils are well supervised during their club or activity. If clubs or activities are cancelled, the school office, pupils and parents must be informed as early as possible so that they can make alternative arrangements. If parents cannot collect their children at the earlier time of 3:30pm, then the children can stay for an alternative club until 4:30pm.

Educational Visits

All events held off site (educational visits) have their own risk assessment in accordance with the Educational Visits Policy. The school always complies with the pupil/adult ratio according to age group. Staff accompanying residential trips have enhanced DBS checks.

Pupil Absence

Pupils are registered on ISAMS by their Class Teachers at 8.45am using class register on ISAMS and all absences are followed up by the school secretary by 9:30am.

External Clubs E.g. Gymnastics

Some Clubs such as Gymnastics, are run externally and the school premises is hired. The external club tutor is responsible for the registration, supervision and collection of the children in their club.

School bus:

The school minibus collects and drops children between 159 Munster Road (Nursery) and 59 Fulham High Street (Prep school). The school minibus collects and drops children at the following times:

- 08:00am 159 Munster Road to 59 Fulham High Street
- 08:30am 159 Munster Road to 59 Fulham High Street
- 13:00 59 Fulham High Street to 159 Munster Road
- 15:30 59 Fulham High Street to 159 Munster Road
- 16:30 59 Fulham High Street to 159 Munster Road

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The Site Manager drives the minibus with an additional member of staff on the bus with the children. The children in attendance on the bus is pre-arranged and confirmed at the start of term and a risk assessment is carried out. A register is taken before children get on the bus by the additional member of staff.

Action to be taken if a child is not collected from the school bus:

If there is no one to collect a child from the school minibus, then the bus driver will try to contact the parents or revert to the above procedures if parents are not contactable, bringing the child back to the Prep school site.

Sinclair House Montessori Nursery

Ratios

We comply with statutory requirements in adult to child ratios. At all times, the following ratios will be adhered to and children will be in sight or hearing of a member of staff. There must be at least 1 member of staff with a relevant Level 3 qualification in each class.

Children 1 year and under – 1 teacher to 3 children

Children 2 years + – 1 teacher to 4 children

Children 3 years + - 1 teacher to 13 children
Teacher must hold Level 6 qualification or QTS.

Mobile Phones

Mobile phones are not permitted to be used at any time in the classroom. Mobile phones may only be used in the staff room and school office. Mobile phones should not be used to take photos of children for assessment purposes to create the EYFS profile; all classes are issued with an iPad for this purpose. If staff fail to follow this guidance, disciplinary action will be taken in accordance to Sinclair House disciplinary policy.

Designated iPads are available for My Montessori Child evidence.

Visitors

Any visitors, such as salespeople, school assessors, contractors, Ofsted must fill in the visitor's book on arrival.

Nursery at the start of School

Lower Nursery children come in through the Main Entrance at 196 with their parents and they are supervised in their classrooms by Early Years staff from 8.00am. Upper Nursery children come in through the Main Door of 159, where they are greeted by staff on duty and will then be supervised in their classrooms by Early Years staff from 8.00am.

Moving around the Nursery

The children are always supervised when moving around the Nursery, especially when walking up and down stairs. The staff take an active interest in promoting safe behaviours such as 'walking feet' when the children are moving around.

If children are moving between buildings for events, they are always supervised by Teachers and the Teacher will stop traffic before allowing the children to cross the road safely.

Registration for Nursery School

The nursery registers their children using the My Montessori Child. Each class is registered as they come in and the register should be complete by 9.00am, using MMC. An email of any absent or late children is sent to parents by 9.30am querying their child's absence. MMC is updated according to when children leave at the end of morning session at 1.00pm, and at the end of the afternoon session at 4.15pm.

Late Children

Any late children at the Nursery will be welcomed and parents will be reminded that drop-off is between 8.00am – 9.00am.

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Lunch Time

12:00 – 12:30pm Nursery have lunch.

The Nursery are supervised eating lunch in their classroom by class teachers. The class teachers set up the lunch for the children and after washing hands they are invited to take a seat at the table for their lunch. Once they have finished, they dispose of their lunch in the bin, and clear away their cutlery.

End of Day

In the Nursery, parents can collect their children anytime between 3.15pm – 4.15pm, the child is taken to their parent at the main gate of 196.

Authorised collectors

Any authorised collectors must be made know to the office. In the event of an emergency the parents will provide an emailed photograph of the collector or a password that can be used. The child will only be released when we are satisfied that the child is safe. If a different person calls to collect a child, and the parents have not informed the school of this, then the parents' permission must be obtained before handing over the child.

Action to be taken if a child is not collected from school

If a child has not been collected at the end of school the following procedures will take place:

- The staff will bring the uncollected child to the attention of the Nursery Manager from 4.20pm
- The mother and/or father will be contacted using all available numbers on the contact form
- The emergency number of a friend or neighbour will be contacted otherwise
- The police will be informed
- Social Services will be informed and will take the child into care.

General Guidance for Pupil Supervision

The children at the Nursery take part in a free-flow routine, moving between the classroom, planned activities and garden time. This routine carries throughout the entirety of the day, and the children are always supervised by the teachers within the appropriate teacher to child ratios.

Appendix 1

General Guidance for Playtime Supervision

1. Undertake playground duty, supervising by *circulating* amongst children. Staff on duty should carry out this supervision separately, not in pairs.
2. Supervise children in designated areas, other than the playground, during Wet Play.
3. Attend to minor accidents and send wounded child with a friend to report to the School First Aider in the case of serious accidents. The members of staff on duty (the attender of the accident) must fill in the details of the accident in the Accident Book as soon as possible and return it to The School Office or complete a Mr Bump form to be given to the child's Class Teacher who will put it in the child's bag to take home. .
4. Report to the Headmistress or Deputies at the Prep or the Nursery Manager at the Nursery, any untoward circumstances or behaviour. Children are encouraged to be kind to one another. All observations or incidents must be logged on CPOMs.
5. Ensure the safety and well-being of the children during the whole playtime.

Rules for Playground

1. Children should not bring any equipment into the playground e.g. pencils, paper, scissors etc.
2. Children are encouraged to put food wrappers, apple cores etc. in the bins. Snacks are to be eaten standing not running.
3. Children are only expected to enter the school to go to the toilet or in a minor emergency. They must first ask permission. If it was a real emergency the child would be accompanied by an adult.
4. Children respond to the 'clap' from the member of staff on duty in silence and are expected to line up quietly.
5. Classes calmly walk from the playground to their classes. When appropriate, a Teaching Assistant or Teacher will collect classes from the playground.

Equipment

- Sports Teachers to tidy the PE store.
- Equipment (from the store) can be used by any year group
- Equipment must be put away when finished with, not left on the ground.
- Equipment must be used in the appropriate manner.

Appendix 2

How to deal with Personal Accidents

- **The soiled area** is ventilated and **isolated** from other children. It is treated with absorbent granules ASAP and TAs or assistants are called for cleaning support.
- The child is comforted.
- **When two staff members are present**, a change of clothes and wet wipes is provided, encouraging and aiding the child as far as is possible without close physical contact, to change into fresh apparel. Plastic/rubber gloves are always used. A plastic bag for soiled clothes is provided and a check is made that hands have been washed afterwards.
- Early Years children will require extra support especially if not toilet trained.
- The parents are notified **immediately** if the child is unwell or unable to attend to herself hygienically. (The school office will make contact.) The parent must attend to the child in this instance and take her home.
- As a **matter of courtesy** in any such event, if the situation is not an emergency, the Class Teacher will notify the parent at the end of the day.

Appendix 3

Procedures

In the event of a member of staff fearing that a child has gone missing while at School:

- Member of staff who has noticed the missing child will calmly inform the nearest member of the SLT who will inform the Headmistress at the Prep or the Nursery Manager at the Nursery.
- Staff will promptly but calmly round up all other pupils to a pre-arranged area e.g. classroom and a designated member of staff will read the group a story or continue an activity.

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- A check must be made with the school office to see if the child has another commitment e.g. music exam, drama lesson etc.
- All other available staff will conduct a thorough search of the premises and notify the SLT member if the child is found immediately.
- A thorough check of all exits to be made to make sure all gates / doors were locked / bolted and there are no other ways a pupil could have left the School. If something is discovered this needs to be drawn to the attention of the staff immediately.
- The safety and care of the other pupils is paramount so the security of the School and the number of staff remaining to supervise the other pupils in the School must be adequately maintained while the search continues.
- Staff must try to remember and write down a description of what the child was wearing and any distinguishing features.
- If a child has not been found after 20 minutes from the initial report of them as missing then parents / carers and police will be notified (Social Services, if appropriate).
- If the missing child has any special medical or learning needs then these need to be noted to be disclosed to police or other agencies.
- Inform the School Insurers – Zurich Insurance Group and Marsh.
- If a child is injured a report would be made under RIDDOR (reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 1995) to the Health and Safety Executive (HSE).

In the event a member of staff fearing that a child has gone missing while off School premises:

1. Visit Leader must ensure safety of remaining pupils.
2. An immediate head count would be carried out in order to ensure that all the other children were present.
3. Contact the venue manager and arrange a search.
4. One or more adults should immediately start searching for the child/ren and check the pre-arranged meeting point.
5. Visit Leader should contact School if the child/ren is/are still missing.
6. If the child is not found within 10 minutes Visit Leader must contact the police by phoning 999/112.
7. The Visit Leader should alert the School that the police have been contacted and School will make arrangements to notify parents, after which procedures above to be followed.
8. Inform the Principal and School Insurers – Zurich Insurance Group and Marsh.
9. If a child is injured a report would be made under RIDDOR (reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 1995) to the Health and Safety Executive (HSE)