



# Taunton Nursery and Pre-Prep School

## Supervision and Missing Person Policy

<b>Policy Lead</b>	Head of Pre-Prep and Nursery
<b>Committee</b>	
<b>Adopted by Governors</b>	Autumn 2023
<b>Last Amended</b>	September 2023
<b>Last Review</b>	September 2023
<b>Review schedule</b>	Annual

## **Supervision Procedures**

### **Beginning and End of Day**

All children are allocated to classes and key people. Our Key people are Nursery practitioners, teachers and teaching assistants. The key person in Reception is the teacher. All Nursery activity rooms have a lead practitioner and a team of practitioners in a supporting role.

All children are signed into and out of school. (Exemplar attached) named parents/carers collect and in an emergency or change of pick up a pass code system is used.

All TPPS classes have a dedicated form teacher and shared teaching assistants in every year group. The Reception classes have two full time TAs

Our setting is open from 7.30am for the Early Birds Breakfast Club and is run by two TA's. There is also always another member of staff on site.

Children are booked into this facility in advance and are signed into the session by their parents/carers in the class signing in books. They are then handed over personally to the class teacher at 8.00am

The Pre-Prep R - Year 2 use this early morning facility and Nurseries 1 – 4 welcome Early Birds into their room as part of the Nursery offer.

At 8.00am Nursery 4 children not signed into breakfast, are welcomed and signed into their rooms by key people.

Pre-Prep children are signed into their classes and can then play outside for twenty minutes if they wish to. Two TA's supervise this activity in the far zoned play area.

At 8.20am on a Friday, a whistle is blown and TPPS children line up ready for Wake Up Shake Up with Nursery 4 joining in too.

The other Nursery classes meet and greet families outside the Nursery room entrances – (N1 and N2 outside the sleep room door, N3 outside the garden entrance and N4 outside their busy room door), until approx. 9am.

### **Ratios –**

Nursery 1 1:3

Nursery 2 1:3

Nursery 3 1:5

Nursery 4 1:6/8

All rooms have extra specialist staff as well. We have a comprehensive list of Bank Staff that parents and children will know and all staff details are sent out at the beginning of each year in a letter and are displayed visually on welcome notice boards.

All children in the Nurseries are supervised all of the time. The Nursery runs 51 weeks of the year from 7.30am until 5.45pm

All children in Pre-Prep are supervised during every single minute of the day. The same protocols are adhered to during the Holiday provision.

### **After School Activities and Hobbies**

These run from 3.45pm until 4.30pm and the after school club team look after the children.

All teachers run a club or a hobby and all teachers have a late duty evening see attached. Parents are asked to pick up by 5.45pm

Children that travel via bus are collected by the early morning teams and taken to the bus by the evening duty team. For the rare late collection pupils go to the Boarding House in Thorne and have supper (usually booked)

### **Playtime Supervision**

Each zoned area is supervised and if the woodland is in use then the bike play area is shut.

We have three staff on duty at any one time and the entire team has a paediatric first aid certificate.

#### **Key times:**

Morning Play is 10.00am

Lunch is midday – staggered and then playtime runs from 12.30pm - 1.15pm

Afternoon playtime is at 2.50pm - 3.05pm

Clubs and after school activities take place between 3.30pm – 5.45pm

Nursery and Reception classes also have free flow indoor and outdoor activity times supervised by their relevant teams and in line with the required ratios.

## **Security Systems and Signing in protocol for visitors and staff**

The site can be accessed via a key card system. Visitors and parents access via a secured entrance, keypad system and we have video screens and television cameras set up.

Staff use id badges to sign into the site upon arrival.

All visitors report to the Pre-Prep office or Prep Reception and entrance. Here they are asked to sign the visitor book, and wear a visitors' badge. The visitors' badges have the Emergency and safeguarding protocols on the back.

All visitors are escorted whilst on site and all visitors are asked to sign out.

## **Collection Procedure**

To ensure that children in our care are collected by authorised adults the following procedures must be adhered to:

- When a child is first registered at the nursery, in Reception or TPPS, a registration pack must be completed by the parent/s detailing those adults who have parental responsibility and any other responsible adults (over 16 years) who are authorised to collect the child. This must be updated by the parent/s if there are any changes to these arrangements and staff must be kept informed. Parent/s must inform the staff who will normally be collecting the child and always inform them if someone else is going to collect the child, giving them a description and assigning a password.
- If an unknown or unauthorised person arrives to collect a child then under no circumstances must you release the child to them unless the correct password is given and the parent has been contacted to confirm the arrangement. Contact the parents/carers immediately to inform them that you cannot release the child. If required Head of Nursery & Pre-Prep, Nursery Manager or room leader/deputy of Nursery will contact the police if the unknown person is suspected to be an intruder (follow the Intruder Procedure) whole school policy.
- If a known person arrives to collect a child but is not the normal person who collects and you have not been informed that they are collecting the child that day, then you must first contact the parents to check the child can be released, ensuring they give you a description and password.
- If a known person arrives to collect a child but is not in a state which you deem suitable to care for a child (e.g. acting violently or under the influence of alcohol or other substances) then you must not release them. Call another authorised person to come and collect the child.
- In the event of parental disputes that have not been through the courts (where both parents had registered their child on the original contract); we cannot prevent the child from being collected by either parent as long as they are both known to the nursery and Pre-Prep. The other parent must be contacted to inform them that their child has been collected. The child's best interest and welfare are of paramount importance and every effort should be made to avoid distressing scenes in front of the child. A Working in Partnership meeting should be held with both parents to come to a mutual arrangement. The exception to this is where we suspect the child to be at risk from this parent – in this case you must not allow collection by this parent and safeguarding procedures must be followed.
- In the event of parental disputes that have not been through the courts (where only one parent had registered their child on the original contract); we cannot allow the other parent to collect the child without authorisation from the parent who has signed the contract.
- In the event that there is a court order in place detailing custody or access rights by a parent then we will adhere to this and place a copy on the child's file. The Central Office Safeguarding Team must also be made aware of the situation.

## **Late or Uncollected children**

Should a child not be collected by the end of the day and you have not been notified of any reason for the delay then you must follow the following procedure:

- At 6.00pm, 15 minutes after the final collection time, one team member makes contact with the parent to find out why they are delayed.
- If they are not available, we will contact the other nominated adults authorised to collect. Meanwhile the second team member on duty will take the child up for tea with the boarders, where they will wait with the

boarding team until they are collected. If a child is under 4 (Nursery) they will remain in the nursery activity base with familiar staff until they are collected.

- Speak to the duty teacher and inform them you have a child un-collected.
- If the child remains uncollected it is the responsibility of the duty teacher to inform the Head of Pre-Prep. In the absence of the Head of Pre-Prep, the senior teacher must be contacted.
- If SMT have been unsuccessful in making contact with any of the authorised adults after 60 minutes, you must contact the Duty Officer at Children's Social Care on 0300 123 2327

### **Missing Pupils Policy and protocol**

The definition of a missing person for the purposes of this guidance and material is as follows:

***“Anyone whose whereabouts is unknown whatever the circumstances of disappearance. They will be considered missing until located and their well-being or otherwise established”.***

If a Taunton Preparatory School pupil is defined as “missing”, it will be the responsibility of the Heads and Admissions Manager to decide whether the critical incident policy should be activated. If it is a Nursery pupil please inform the Head or Pre-Prep/Admissions Manager.

### **Guidelines for Staff relating to a pupil whose absence is unexplained**

As a teacher or practitioner you may sometimes have to deal with a situation where a pupil goes missing. There are many circumstances in which pupils might be unaccounted for – they are not all to be considered as “missing persons”. The vast majority of pupils will turn up safe and sound, unaware that their absence has caused concern. However, staff must be aware that if a pupil does run away, or their absence is unexplained and there is concern for their safety, there is an urgency required in any response in order to ensure the safety and well-being of that pupil, who may well be vulnerable.

Initial checks to consider if a pupil cannot be accounted for:

- When were they last seen and by whom?
- Are they signed out? (With parents to town, medical appointment, exeat with their parents or relatives etc.)
- Had they told another pupil where they planned on going?
- Are they in the medical centre or with another member of staff?
- Can they be contacted? Other boarders will often hold mobile phone contact numbers that may not be listed elsewhere.

If it seems likely that the pupil has run away, or their absence is unexplained and the length of absence causes concern for their safety, the member of staff should seek advice urgently from the TPPS leadership team, and or Headmaster of the Prep school.

### **Initial response to a student's disappearance**

There are several sources from which you may learn that a pupil has disappeared, although you are most likely to have concerns because a pupil has missed classes, registrations or other commitments. Before contacting the TPPS Head and Admissions Manager try and assess as much of the following as possible:

- Could they have been involved in an accident?
- Could they have been the victim of serious crime?
- Has the student run away before?
- What reason could the student have for running away?
- If the reasons for the disappearance are totally unknown, what clues do you have, if any?

It is not always easy to decide whether a missing pupil has run away, is playing truant, or is missing because they have been abducted or come to harm. Care should be taken not to jump to any conclusions.

### **If the disappearance is suspicious**

Although abduction is the most feared reason for a child's disappearance, it is the least likely reason. If the pupil's disappearance is considered suspicious, and it is feared that they may have been abducted or come to some other harm, contact either the Head of Pre-Prep and Nursery/Admissions Manager, Headmaster or Deputy Head (or member of the SMT), immediately. She/he will consider:

- Contacting the police
- In what way can the trauma for other students be minimised?
- How best to help the teachers, who might be troubled themselves
- How best to contact/help the parents/carers of the student
- Form a strategy for dealing with possible media interest

It's important that the school works closely with the authorities to determine the exact circumstances surrounding the disappearance.

### **Contacting Parents**

The Head of Pre-Prep/Deputy Head will discuss with the Headmaster the timing of this contact – it is vital that this is handled with extreme sensitivity as parents will understandably be very concerned. (Appendix A)

### **Pupils who run away**

In making a balanced risk assessment of the likelihood of a student having run away, it is useful to consider:-

- The young person's previous history of running away
- Previous history of stress related symptoms – e.g. self-harm/neglect
- Recent family breakdown
- Other significant life changes
- If the student has talked about running away
- Cultural issues and pressures

### **Identifying potential runaways**

*This is difficult, but look out for:-*

- Marked variations in mood
- Repeated absenteeism
- Depression: tearfulness or detachment, lack of motivation
- Difficulties concentrating - extreme tiredness
- Change in confidence levels
- Self-neglect – e.g. appearing unwashed or unusually unkempt
- Social changes: e.g. disassociation from old friends, withdrawal, or becoming a loner

It is recognised that any incidence of a child deliberately absconding from school or from any place in which he is under the supervision of the school's staff is likely to be an indication of unhappiness. Appropriate support should therefore be determined and put into place for the child.

### **Appendix A – Procedure for a missing child at Taunton Prep School:**

- A. When a member of staff notices a child is missing they should immediately inform the school office.
- B. On receiving information that a child is missing, the school-office staff will inform a member of the SMT or Head of Boarding (After School Hours) who will take steps to locate the child. If it is believed by any person that the boy is likely to be missing from the school site, the school office staff or SMT will immediately inform the Headmaster or the Deputy Head (Head of Boarding) depending on the time of day. Wherever possible the Headmaster must be kept informed.
- C. The most senior member of staff on duty at that time should initiate the following procedures:
- D. Begin to maintain a written record of action relating to the investigation, including timings, to be shared with parents and the Police if necessary, and to be passed to the Deputy Head (Head of Boarding) for the central record, at the conclusion of the investigation.
- E. Investigate briefly the circumstances of the child's disappearance and especially seek information from the child's peer group; in particular the child's known friends.
- F. Organise a search of buildings and grounds via other available adults.

- G. If it is believed the child is in possession of a mobile telephone, and the number can be quickly obtained, the child's mobile telephone will be contacted by a member of staff designated by the senior member of staff coordinating the investigation.
- H. If it is likely that the child has left the school premises the Headmaster, his Deputy or Head of Boarding will initiate a search by car of the immediate vicinity of the school using such members of the staff as are available.
- I. If, after these searches have taken place, the child is still missing, the Police and the child's parents will be informed. Appendix B provides a list of the details required by the Police at the time of reporting a child missing. The time-limit for contacting the Police for a younger pupil, up to and including Year Eight, is one hour, depending on time of day and other environmental factors such as temperature, weather and natural light, these time-limits should be brought forward as deemed appropriate by the senior member of staff coordinating the investigation.
- J. The Headmaster, his Deputies or Head of Boarding must remain near a telephone until such time as the child returns, and the Police and the child's parents must be kept fully informed should any further information come to light.
- K. On their safe return, the pupil will receive personal support to ascertain the reason for their absconding, so as to prevent further occurrence.
- L. Reintroduction to class or boarding.
- M. A detailed account of the incident, including timings and staff action, will be kept in the Missing Children records file maintained by the School office.

#### *Appendix C– Occasions when a child might go missing*

Staff need to be mindful that a child can go missing at any time of the day. These times and

Examples of the occasions providing opportunities for a child to go missing are:-

##### **a) From an indoor lesson**

This could occur when a child is allowed to leave the classroom unaccompanied by an adult and fails to return;

- e.g. - to go to the toilet,
- to collect something from his/her bag in the cloakroom,
- being sent to another class or teacher as a punishment,
- undertaking errands for the teacher such as delivering a message to the office.

##### **b) From an outdoor lesson**

This could occur when the class are outside the building with the children spread out and/or engaged in a variety of activities that make it is easy for a child to wonder away unnoticed.

- e.g. - during games lessons on the playground or field
- during other outdoor lessons, (e.g. measuring parts of the building)
- at the beginning or end of outdoor lessons when children are getting changed or using the toilet, drinking fountains etc.

##### **c) Travelling about the school**

This could occur when the children are spread out and beyond the teacher's direct total supervision.

- e.g. - going to and from the hall or outdoors before and after a PE lesson,
- going to and from the hall before and after assembly,
- going to and from the classroom at the beginning/end of lunch/break times.

- going to and from a Music or Speech & Drama lesson.

#### **d) Other Times**

These include:

- at the start of the school day when children are freely moving about the grounds and building to get to their cloakroom and classroom.
- At break and lunch times.
- At the end of the school day when children and parents are freely moving about.
- Leaving Prep to go and meet up with their parents.

#### ***Appendix D - Lost whilst off-site (including on sports fixtures)***

If a child is lost on an outing, the member of staff noticing the child missing should alert other members of the party and carry out a roll call/head count. The school Critical Incidents policy should be immediately implemented.

1. A member of staff (or the whole group if appropriate) should retrace their movements to the last place that the child was seen.
2. Another member of staff should alert the management/security services of the organisation being visited and the School office to let them know the situation.
3. Children on the visit should be asked for any relevant information if appropriate.
4. If the child is not found after fifteen minutes the police will be called and the School will alert the parents.
5. Staff will co-operate with the police and take any action as directed by them.