

Padworth College – Policy Manual

Core Policy

Section A.9 Supervision Policy

A.9 Supervision Policy (including Missing Child Procedures)

Although there is no statutory requirement for a written policy about the supervision of students at Padworth College come from many parts of the world and most have English as an additional language and this means that they require a higher level of supervision than might be expected for young people of similar age, intelligence and ability who are native speakers.

This is recognised in the requirements of the British Council, who have stringent requirements for staffing ratios for institutions who are accredited by them. This policy therefore takes into account both the obligations placed on the College by the British Council requirements and our own assessment of the nature of Padworth College students.

British Council requirements are, at all times:

- at least one adult to supervise every 20 students aged 12 or over

Supervision during the school day

Classes at Padworth have a maximum of 15 students in an academic subject class but are predominantly in the range of 8-10 students in each class. During lessons, supervision is therefore very close and direct.

If a student leaves a lesson without permission, the teacher must send quickly for another colleague to ensure that the class and the student remain supervised, even if from a reasonable distance.

If a teacher gives a student permission to leave the classroom for a short period of time, it is important that the class teacher makes a mental note of the time the student leaves the classroom. If the student is gone for longer than expected they should contact the House team and absence@padworth.com or other colleagues so the student can be located.

Before class, during break, and at lunch times, minimum staffing ratios are maintained in accordance with the requirements of the British Council. Staff who are available to supervise at these times include leadership team, teaching staff, boarding staff, and administrators. The supervision is sometimes direct: for example, there will always be a member of staff formally on duty in the dining room whenever students are there. In other instances, supervision is more remote, but staff are always available, often within hailing distance and always close enough such that a student will be able to find a member of staff quickly.

Supervision after the school day

Once lessons finish, students come under the responsibility of the boarding and resident team. For on-site activities, the British Council minimum staffing requirements are invariably sufficient to provide a safe and effective level of supervision for the activities that are being undertaken. Where these activities require a specialist input, such as some sports, suitably qualified staff are in charge, generally supported by non-specialist staff helping with the activity.

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Supervision during the evening and overnight

As a boarding school, Padworth College offers a wide variety of activities extending well into the evening. Depending on the time of year and on the weather, after-school activities might often be outdoors, but these remain within the college campus and even when supervision is at its most remote, students are required to remain “in bounds”, which means they remain within sight of the college buildings. This allows a considerable measure of natural surveillance, and effective remote supervision that gives students, within a safe and cared-for arrangement, a degree of freedom and independence.

At bedtimes, there are always staff on duty making appropriate checks that students are getting themselves ready for bed in a timely and well-behaved manner. This supervision takes account of the privacy needs of students as they are getting ready for bed, and is also responsive to the additional care and attention that the younger students are likely to need at this time of day.

When it is time for lights out, staff continue to supervise as an un-obtrusive presence, checking that students are going to sleep. When staff are confident that the house is quiet and students are asleep, duty staff will still be available in the staff room of each boarding house or in their own quarters within the boarding house. Students always have access to an emergency bell that enables them to summon help if there is a problem overnight. At these times, the minimum ratios required by the British Council are again always adhered to.

Boarders are at all times under the responsibility of an identified member of staff who is suitably qualified and experienced. At night, there is at least one member of staff in each boarding house responsible for students in the house.

Supervision on Educational Trips and Visits

Thorough risk assessments and high staff/student ratios are provided. See the relevant College policy for details.

Staff training for supervision

Additional training is required for those who supervise some specific activities, for those who are looking after boarders in their out of class time, and for those who are taking trips off-site. There is training by experienced staff at induction and there is a process of ongoing informal development for all new resident and boarding staff. In particular, the rota ensures that the staff supervising boarders outside teaching time are sufficient in training and experience, not just in number, for the students, the activities and the locations involved.

Knowing the whereabouts of students

There is a formal but unobtrusive register taken of students at many points during the day. There is a register at wake up/breakfast; register in every lesson; register at PE and activities; register at lunch and the evening meal; register at bedtime.

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There are some instances when students are allowed off campus unsupervised. At these times they are going to places that they have identified in advance, are going with permission, and they carry mobile phones with them so they can both contact the college and that staff at the College are able to contact them.

Students going missing / missing student procedures

The College staffing ratios are generous and our processes are designed to enable us to know the whereabouts of every student at all times, or rapidly to ascertain them. This policy sets out our procedures for maintaining safety when managing the unlikely event of a student going missing despite our staffing and processes.

Unauthorised Absence Policy and Procedure

It is essential for students to attend all their timetabled lessons if they are to achieve the best of which they are capable in public examinations and in the acquisition of knowledge and skills generally. It is the expectation and right of parents to feel confident that their children are being required to attend the lessons for which they are paying. It is the responsibility of individual teachers to report when a student is missing or late and of the boarding house staff to ascertain whether there is a legitimate reason i.e. sickness or educational trip.

Form Tutors register all students, during registration, at the start of the College day. An afternoon registration is taken directly after lunch.

Teachers take a register at the start of every class. They must report any unauthorised absence during other periods by immediately contacting the Absence (i.e. via email).

Boarding

Unauthorised absences will require the student to catch up on the missed work in a Detention. If a student persists in absenting themselves from timetabled lessons, parents will be informed of the issue and consequent concerns about academic progress. A serious sanction will be arranged according to the College Behaviour Management Policy. (These may include Lunch-time Detentions, Catch-ups, Saturday morning or Evening Detentions and Gating).

Please see the Behaviour Management System in the Staff Handbook for guidance. Students have a copy of this in the Student Handbook, as do parents in their handbook.

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Reducing Risk of a Missing Student

General procedures

The following procedures are aimed at reducing the risk of a missing child.

1. Contact information for students' parents / guardians is kept up to date and complete.
2. Each student's photograph is attached to their electronic student record for easy identification.
3. Students are registered regularly and any absences are followed up rapidly by staff.
4. Staffing ratios are generous and processes are designed to ensure appropriate supervision – see earlier in the Supervision Policy.
5. Robust risk assessments are carried out and checked before off-site visits.
6. There are high staff to student ratios on off-site visits to reduce risk.

Start and end of the day for day students (if any)

1. Parents are fully aware of the points at which responsibility for the care of their child passes from the parents to the staff and vice-versa.
2. Students should be with their tutor by 08:30
3. They are then registered in the same way as boarders throughout the day.
4. If a parent is late to collect their child, the child will be looked after by duty staff who seek to contact the parent. If the delay is likely to be lengthy, the student will be taken back to the boarding houses and parents contacted.

Procedures In the event of a Student Going Missing

Student Missing from College premises during the school day

In the event of a member of staff fearing that a student has gone missing from the College, that member of staff must:

1. take a register to check that other students are present
2. ask relevant adults and students calmly if they remember when they last saw the missing student
3. contact other staff so that between them they can look after the other students and begin a search of the College for the missing student
4. alert the Principal within 30 minutes.

The Principal will then arrange all other available staff to conduct a thorough search of the premises. If the student remains missing, staff will begin a search of the wider area. If the student is still not found when all reasonable locations have been searched, the police and then parents must be notified. When contacting the police, staff should try to remember and write down a description of what the student was wearing and any distinguishing features, including if the missing student has any special medical or learning needs.

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Student Missing from College premises during the hours of darkness, late evening or overnight

If a member of staff fears that a student has gone missing from the College at these times, that member of staff must:

1. take a register to check that other students are present
2. ask relevant adults and students calmly if they remember when they last saw the student
3. contact other staff so that between them they can look after the other students and begin a search of the College for the missing student
4. alert the senior person on site immediately

The senior person will then arrange all other available staff to conduct a thorough search of the premises. If the student remains missing, staff will begin a search of the wider area. If the student is still not found when all reasonable locations have been searched, the police and then parents must be notified. When contacting the police, staff should try to remember and write down a description of what the student was wearing and any distinguishing features, including if the missing student has any special medical or learning needs.

Missing student whilst on off-site trip or visit

If the event of a member of staff fearing that a student has gone missing while on a trip or visit:

1. an immediate head count should be carried out in order to ensure that all the other students are present
2. the party leader must stay with the main group and ensure safety of remaining students
3. one or more other adults should immediately start searching for the missing students
4. where appropriate, a member of staff must notify the venue manager to ensure all exits are supervised or closed
5. the party leader should contact the College to alert the senior person on site
6. if the missing child is not found, the party leader or delegated other staff must contact the police
7. the senior person must contact parents
8. follow police guidance

Student failing to return from offsite absence at the expected time

In most cases of offsite absences, students are in the care of a responsible adult and these responsible adults should be contacted in the event of late arrival. However, a student may leave the site independently, locally if they have permission to leave the site to go shopping, for example, or if they are old enough to travel independently to an interview, for example. If a member of staff fears for the welfare of a student at these times, that member of staff must:

1. try and contact the student directly by mobile phone

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2. check with other students calmly to see if they have had any recent contact with the student who is late returning
3. follow up any leads from other students

If no contact can be made and there are no leads to follow from other students, then for a student who has gone into town local searches should be made. As a rule of thumb, once a student is late back by an hour, alert the senior person on site and the police and then parents must be notified.

When contacting the police, staff should try to remember and write down a description of what the student was wearing and any distinguishing features, including if the missing student has any special medical or learning needs.

Procedures once the student is found

Actions to be followed by staff once the student is found:

1. Talk to, take care of and, if necessary, comfort the student.
2. If police have been alerted, liaise closely with them and follow their guidance.
3. If parents have been alerted, the senior person will speak to the parents to discuss events and give an account of the incident.

If police/parents have been involved, then within five days:

- the Principal will undertake a full investigation, if appropriate involving social services/ local safeguarding partners
- the investigation should involve all concerned providing written statements
- the report should be detailed covering: time, place, numbers of staff and students, when the student was last seen, what appeared to have happened, the purpose of the outing, the length of time that the student was missing and how s/he appeared to have gone missing, lessons for the future

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