

Supervision & Missing Student Policy

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Explanation of and guide to supervision procedures (including “Missing Student” Policy and procedures)

Although there is no statutory requirement for a written policy about the supervision of students, students at Guildhouse differ from those in similar schools locally, and the school’s buildings and layout are also very distinctive.

This document clarifies the approach we take to supervision and the reasons for it.

Students at Guildhouse are age 15-21, with the great majority being of normal sixth form age, 16-18. They are international students, relatively able, with well-founded ambitions for progression to university. They are well-travelled within their own countries and often internationally as well. They are generally “street-wise” as regards to city living. They are accustomed to using mobile devices for routine communication and contact; high-end smartphones are the norm.

The central London location means that the school is not on a separate campus and has no self-contained grounds beyond its immediate buildings. This means that our approach to supervision outside class or Premier House must recognise that students are immediately joining central London life and we must prepare them to be self-reliant rather than always shepherded.

The school and its Boarding House, Premier House, are situated in a relatively exclusive central London area, with wide and well-lit streets, safe pedestrian routes and road crossings, and the area is reassuringly busy, but not crowded, at times when students are under school jurisdiction.

Students come from many parts of the world and mostly have English as an additional language. Given their age and ability, this does not necessarily indicate a need for a higher level of supervision but does indicate a need for careful induction and routine checking of understanding.

In this document, the term “parent” includes educational guardians, where relevant, and might include agents, especially where it is suspected that parents speak limited English.

Patterns of student absences may indicate a safeguarding issue. The Attendance Policy and procedures are in place to ensure absences are closely monitored and dealt with to prevent the student becoming missing from education in the future.

Reference to a ‘missing student’ in this policy refers to when a child goes missing in a more immediate sense – as opposed to when a child is missing from education (see page 8).

Supervision during the school day

Classes at Guildhouse average 6-12 students in a class. During lessons, supervision is therefore very close and direct.

If a student leaves a lesson without permission, the teacher contacts the Attendance Officer, who attempts to call the student, and alerts the PD. The PD may be teaching and therefore it is primarily the role of the Attendance Officer to find the student.

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 Attendance Officer or other colleagues so the student can be located.

Before class, during breaks and non-contact periods, and at lunch times, the main school building, 43-45 Bloomsbury Square, is generously staffed. Staff who are available to supervise at these times include senior management, teaching staff, operations staff and administrators. The supervision is sometimes direct but might be more remote; either way, in the school building staff are always close enough that a student will be able to find a member of staff very quickly.

Students have permission to spend “free” periods either in school, or to go elsewhere. Students know to keep their mobile phones with them so that we can ascertain their whereabouts quickly in the event of need or concern but in any case should not travel outside TfL Zone 1. The school uses MS Teams as its default messaging system.

Where activities require a specialist input, such as some sports, suitably qualified staff are in charge, sometimes supported by non-specialist staff helping with the activity.

Supervision after the school day - day students

Once their lessons finish, day students (“IA students”) may leave school and are no longer under school jurisdiction.

Supervision after the school day - boarders

Boarding students are transferred from school jurisdiction to the responsibility of the boarding staff in Premier House once they have returned to Premier House, which must be by 6.30pm.

This timing allows students, if they wish, to have their evening meal in school before returning to Premier House.

There is deliberately light-touch supervision in Premier House, using informal registers and signing in/out processes to check and record student welfare rather than frequent formal gatherings for group roll-calls. This is in keeping with the school philosophy of helping students learn to be responsible and independent.

House parents have a “walking brief” to make tours of all student flats throughout the day. This preferred personal contact is supplemented by well-provisioned CCTV in all public areas of Premier House.

As in the school day, if activities require a specialist input, suitably qualified staff are in charge, possibly supported by non-specialist staff helping with the activity.

Supervision during the evening and overnight - boarders

As a boarding school in central London, Guildhouse students have access to a very wide variety of activities extending well into the evening. Most of these activities are done by students independently and supervision is at its most remote. Students sign out to where they are going and know how to contact staff in an emergency.

Students are required to remain in bounds, which at Guildhouse London is the London Transport Zone 1. This is assessed as generally similar in character to the area around the school – relatively safe, well-populated city-centre locations where immediate help, if required, can easily be found, in addition to the telephone contact with Premier House staff.

As during the day, House Parents have a “walking brief” to conduct bedtime and morning welfare checks of every student in their rooms, and this personal contact is again supplemented by well-provisioned CCTV in all public areas. At bedtimes, duty staff make appropriate checks, taking account of privacy needs, that students go to bed in a timely and well-behaved manner.

When it is time for lights out, supervision continues as an unobtrusive presence, going into flats to check that students are going to sleep rather than staying up too late.

Duty staff are available throughout the night; boarders are always under the responsibility of an identified member of staff who is suitably qualified and experienced. If a student attempts to leave their flat during lights out, the House Parent on duty will be alerted via the duty mobile phone and immediately investigate.

Supervision on Educational Trips and Visits

Thorough risk assessments and suitable staff/student ratios are provided. See the School Educational Visits policy for details.

Staff training for supervision

Additional training is required for those in specific roles and 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 formal and informal development for all new resident and boarding staff.

The Premier House rota ensures that the staff supervising boarders are sufficient in training and experience, as well as in number.

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 for boarders at wake up; there is a register in every lesson; there is a register of boarders in their return to Premier House after class and at evening curfew; there is a register of boarders at bedtime.

Nevertheless, given the Guildhouse London location, students inevitably are routinely off-campus unsupervised.

When under Premier House jurisdiction, 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 school and that staff at the school are able to contact them.

Children going missing / Missing Student procedures

The school staffing ratios and processes are designed to enable us to know the whereabouts of every student at all times, or rapidly to ascertain them. These following sections set out our procedures for reducing the likelihood of a child going missing and for managing the unlikely event of a child going missing despite our staffing and processes.

All students have at least two emergency contacts on Shackleton (as per the Safeguarding and Child Protection Policy).

Reducing Risk of a Student going missing

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 child'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, specifically, the Attendance Officer.
4. Staffing ratios and processes are designed to ensure appropriate supervision – see earlier in this document.
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.

Start and end of the day, especially for day students

1. Parents are fully aware of the points at which responsibility for the care of their child passes from parents to school staff and vice versa.
2. Parents are fully aware of the independence given to students in respect of how they use "free" private study time and that they may spend that time outside direct school control.
3. Students are registered in lessons throughout the day and parents understand that students are free to leave school, without signing out, after their last lesson of the day.

Procedures In the event of a Missing Student

Definition – as a rule of thumb, if a student is 30 minutes late for a defined register time, such as the start of a lesson, the 6.30pm sign-in at Premier House, or a Premier House curfew time, they should be considered missing, and these procedures should be followed.

Missing Student during the school day

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

1. take a register to check that the student is not "missing with others".
2. alert the Attendance Officer who will immediately attempt to contact the student by phone and will alert the AH(PPD) and the relevant PD.
3. ask relevant adults and students calmly if they remember when they last saw the student.

All involved will contact other staff so that between them they can look after the other students and begin a search for the missing student and attempt to contact them by phone.

If the student remains missing, the AH(PPD) will notify the Headteacher.

If the student is still not found when all reasonable locations have been searched, parents must be notified. As a rule of thumb, contact with parents might be made after the student is missing for 60-90 minutes from the defined registration time. Parents might have ways of contacting their children which are successful when school efforts are not.

If still no contact can be established with the student, then in consultation with the Headteacher and parents, the police should be contacted.

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 child has any special medical or other needs.

Missing Student outside normal school hours (outside Mon - Fri 0830 - 1730)

In the event of a member of staff fearing that a student is missing, that member of staff must:

1. attempt to determine whether the student is “missing with others” by asking their friends and other students in the same flat and by checking with colleagues.
2. continue attempts to contact the student by phone (efforts are likely to have begun already if they are late for curfew, for example) and alert the AH(B) or other member of SLT.

All involved will contact other staff so that between them they can look after the other students and begin a search for the missing student and continue attempts to contact them by phone.

The AH(B) or other member of SLT will then arrange all other available staff to conduct a thorough search of the premises and continue the attempt to contact the student by phone.

If the student remains missing, staff the AH(B) or other member of SLT will notify the Headteacher.

If the student is still not found when all reasonable locations have been searched, parents must be notified. As a rule of thumb, contact with parents might be made after the student is missing for 60-90 minutes from the defined registration time. Parents might have ways of contacting their children which are successful when school efforts are not.

If still no contact can be established with the student, then in consultation with the Headteacher and parents, the police should be contacted.

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 child has any special medical or other needs.

Missing Student whilst on off-site School activity

If the event of a member of staff fearing that a student has gone missing while on off-site School activity:

1. an immediate head count should be carried out to ensure that all others are present.
2. the party leader must stay with the main group and ensure safety of remaining students.

3. attempt to contact the missing student by phone.
4. one or more other adults should immediately start searching for the missing student.
5. where appropriate, a member of staff must notify the venue manager to ensure all exits are supervised or closed.
6. the party leader should contact the school to alert the senior person on site.
7. if the missing student is not found, the party leader or delegated other staff must contact the police.
8. the senior person must contact parents.
9. follow police guidance.

Missing Student failing to return from “exeat” at the expected time

The starting point is to try and contact the student directly by phone and MS Teams as soon as they are late. Staff should not wait 30 minutes before attempting contact, but after 30 minutes the procedures for missing outside normal school hours should be followed.

In some cases of exeat, students are in the care of a responsible adult and these responsible adults should be contacted in the event of late arrival.

Procedures once the Missing 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 Headteacher will undertake a full investigation, if appropriate involving social services and 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.

Guildhouse London Children Missing from Education Policy

The school will follow the non-statutory advice provided in [Children Missing Education \(September 2016\)](#) – schools’ responsibilities.

The school will alert the local authority when any student joins or leave the school at non-standard transition times. Information about which school a student will be moving to next (including the name and date of when they are expected to start) or information about them now being home schooled will be provided as far as is practically possible.

Students can be removed from the admission register as a result of a discipline process (Stage 5 on the discipline ladder), through non-payment of fees, on welfare grounds or another reason that deems the withdrawal in the best interest of the student and/or school community, insufficient academic progress, or the student and/or parent/guardians' personal decision to withdraw.

Children who do not attend school regularly can be at increased risk of abuse and neglect.

- Staff report immediately to the D/DSL if they know of any child who may be "Missing Education" – that is, of compulsory school age (5-16) with no school place and not electively home educated.
- The designated teacher for Looked After Children and Care Leavers, who is the Deputy Headteacher, discusses any unauthorised/unexplained absence of Looked After Children with Virtual School when required.
- The DSL shares any unauthorised/unexplained absence of children who have an allocated social worker within 24 hours.

Where there is unauthorised/unexplained absence, and after reasonable attempts have been made to contact the family without success, the DSL checks and follows the SVPP local protocols and consults/refers to the MASH team as appropriate.

Related Policies

Educational Visits Policy



GUILDHOUSE SCHOOL
LONDON



Creating tomorrow's change makers.