

Policy: Supervision of children including children missing or absent from school and non-collection of children

Reviewed: April 2026

Next review: April 2027

Mid-year updates:

Policy Monitoring

Libra Policies are reviewed when the need arises in line with legislation updates, guidance, and useful information we receive in order to improve and enhance our provision. Additionally, Policies are updated annually by relevant members of staff and the Senior Leadership Team.

Equality Statement

We believe that this policy is in line with the Equality Act as it is fair, it does not prioritise or disadvantage any child or member of staff, and it helps to promote equality at this school.

We all have a responsibility to ensure equality permeates into all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth. We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

Introduction

Libra school takes seriously its responsibility to ensure that all children are safe in school and on school activities or trips and recognises its duty to provide an environment where children are well supervised, and the utmost care is given to their health and safety. It is very important, in the interest of safety and for the positive ethos of the school, that an effective policy for the supervision of children is in place. This policy also sets out our procedures for dealing with the unlikely event of a child going missing. The school is responsible for minimising the risk of missing children and acting appropriately if a child is identified as missing. Supervision of children considers the age of children, the additional needs of the children and the activities in which they are engaged. All staff have a duty to ensure they promote good and acceptable behaviour as set out in our relational behaviour policy. Staff are expected to always be vigilant around school, helping to create an environment which encourages and reinforces good behaviour, care and respect for others. Staff take a collective responsibility for the safe care and supervision of all children. A member of the senior management team remains on the school premises until all children have been collected.

Aims and Objectives:

We aim to:

- To ensure the safety of pupils whilst they are in the school's care.
- To take all necessary steps to safeguard and promote the welfare of our children.
- To ensure that children are always accounted for when they are in our care, including educational visits.

Working Day

The school day is as follows:

- Taxis are unloaded by a member of the senior management team and all staff from 8.40am.
- The register is completed as children exit their taxis.
- It is expected that all children will be in school for the entire day unless they have specific permission to leave. Parents are required to email the child's tutor and the office to inform them that they will be collecting their child, at what time and the reason.
- Children are accompanied from their taxi to their tutor room where they are joined by the rest of the tutor group, their tutor and supporting learning support assistants.

- Throughout the working day both onsite and offsite, children are timetabled in small groups of 1-6 (this is not applicable to forest school, where the group remains one group of 8-12) and teaching staff and learning support assistants are deployed to each group to ensure constant supervision.
- Staff deployment is achieved using the school staff planner which details every single child and every single member of staff and who they are working with and supervising.
- During break times, children are deployed across a few playtime locations and the staff allocated to them on the staff planner remain with them during playtime to ensure that playtime is a positive experience as children learn social understanding skills.
- When children use a Take 5 break from a lesson, they will be supervised by a member of staff who leaves the classroom with them. There will always be a member of staff left in the classroom with the remaining few children in the group.
- During lunch, children remain in their small, timetabled groups and learning support assistants remain with the children, also eating their lunch. These staff then supervise the children during their lunch play time.
- Children do not go home at lunchtime.
- Children are always supervised, whether in the classroom, toilets, corridors, stairwells or in the gardens. The only exception to this rule is the children in years 10 and 11 who if their risk assessment allows, can move around school to the photocopier and back for example, or to go and ask another member of staff for something during a lesson. Children must ask or be asked, and staff are vigilant about their return. Staff are trained during induction to ask children what they are doing if they appear to be unaccompanied.
- At the end of the school day, from 3.20pm children are supported by their allocated staff and tutor to get ready to board their taxis.
- Children are walked by staff to the taxi park and are placed directly into the taxi or parent vehicle. Children are only placed in the taxi that is known to be transporting them. If someone else will be collecting their child who is not the taxi or the parent, parents are required to inform the school office of the names of any other adult that may collect their child from school. If another person is asked to collect a child, the parents must inform the school, and they must be 18 years of age or over. If an adult who is not due arrives to collect a child, the parents will be called before allowing the child to leave the school premises.
- If no approved adult arrives at the expected time, the child will be supervised whilst enquiries are made and until they are collected (see procedure below).
- Children are not allowed to leave the school premises by themselves. It is the responsibility of staff to ensure that children remain safe. Any visitors to the school must sign in/out at the school office, when arriving and leaving (see Visitor and Site Security Policy).

Non-collected children

The following procedures are used in circumstances where:

- children are collected late
- children are not collected sometimes deliberately by parents to involve social services
- taxis are late
- taxis refuse to take a child due to their behaviour
- there are concerns about a parent/carer's ability to offer safe care, because they are under the influence of alcohol/drugs or there are concerns about their mental health state

In the event of a child not being collected from the school at the end of the day, the following procedures will be followed:

- The office staff will use the contact details of the child to locate parents.
- If a child is not collected from the school by an authorised adult and no contact has been established with the parents/carers within thirty to forty-five minutes of the usual collection time, the school will follow its child protection procedures, i.e. police will be informed and a safeguarding referral to the children's services will be made.
- Continuing efforts will be made to contact the parents or a carer using the contact details for the child, or any other contacts given by the parent.
- The child will always remain in the care of a member of staff.

- The school DSL will keep a record of any child who has been collected late. If the lateness persists with no plausible reason, the matter may be dealt with as a child protection issue of neglect.

Supervision during PE Lessons, including Changing Arrangements

PE lessons are supervised by members of the teaching and learning support staff. When children are changing, staff are mindful of both their responsibility for appropriate supervision and the need for a child's privacy, with due regard for the safeguarding and child protection policy. Due to the behaviour needs of the children at Libra, boys who use the small changing room together are supervised and supported by staff to change appropriately. Girls are supported by staff to get changed in the individual toilet cubicles.

Offsite activities

When there is a trip off the main school premises, staff are allocated as they are every day to a very small group of children to ensure that all children are allocated a named person to supervise them. The register is taken prior to the activity leaving. During the activity the allocated staff are responsible for ensuring that they always keep their small group close to them. It is the responsibility of the staff allocated to each group to ensure that regular head counts are made. When on trips, staff implement strategies to maximize the safety and security of the children in accordance with the Outdoor learning and offsite visits policy and staff protocol, including risk assessments. Staff carry children's profiles with parental contact details and medical history. At all times the risk assessment and level of supervision realistically reflects the purpose, location and nature of the visit, the age, special needs and maturity of the children.

Missing children in school

- In the very unlikely event that a child goes missing the following procedures will be followed:
- inform a member of the senior management team immediately
- the senior member of staff present will ensure all staff maintain the safety and well-being of other children present
- information with regards to the child's last sighting and potential whereabouts to be gathered
- a systematic search of the school building will be coordinated by a senior member of staff leading the operation
- all available staff will check grounds and rooms to ensure the child has not hidden or been trapped anywhere within the boundary, in particular toilets, cupboards or other areas of a size capable of hiding a child. This search should take no longer than 10 minutes
- enquiries may be made of any other adults in the vicinity
- if the child is not found after approximately ten minutes, a member of the senior management team will endeavour to contact the parents of the missing child by telephone.
- If the parents can be contacted, they should be asked for any information of anywhere else their child may make his/her way to e.g. relatives, grandparents or friends. They should be advised that the school will be contacting the emergency services.
- if after approximately 15 minutes since the child went missing the school will contact the police.
- once police arrive all relevant information about the child will be given. The police will then take over the search.
- staff must try to remember and write down any descriptions of what the child was wearing and any distinguishing features. 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.
- a written record of the incident and any action taken should be made as soon after the incident as practicable and placed in the child's confidential record.
- Near misses will also be reported and recorded

Missing children offsite

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

- the Team Leader must ensure the safety of the remaining children
- one or more adults should immediately start searching for the child.
- the Team Leader should contact school to alert them immediately

- if the child is not found within around 10 minutes, the Team Leader must contact police by telephoning 999. If there is poor mobile signal the school will make the 999 call.
- the Team Leader should then alert school that the police have been contacted and the school will notify parents.
- the Team Leader will remain with the police to comfort the child when found and maintain regular contact with the school.
- When the child is found:
 - A member of staff will care for and talk with the child, bearing in mind that he/she may be unaware of having done anything wrong or, alternatively, may also have been afraid and distressed and may now need comfort
 - other adults present will take the opportunity to speak to the remaining children to ensure that they understand that they must not leave their allocated adult and why
- After the incident:
 - the principal or deputy will sensitively discuss with the child's parents the events surrounding the disappearance of the child.
 - liability will not be discussed until the incident has been fully investigated
 - staff and parents should be asked to refer any enquiries they have or any enquiries from the media, about the incident, to the senior management team
- The investigation: the key person/staff will write an incident report detailing:
 - the date and time of the report
 - what staff/children were doing in the group/outing
 - when the child was last seen in the group/outing
 - what has taken place in the group/outing since then
 - the time it is estimated that the child went missing
 - a conclusion is drawn as to how the breach of security happened
- if the incident warrants a police investigation, all staff will cooperate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Social Care may be involved if it seems likely that there is a safeguarding children issue to address
- the incident is reported under RIDDOR arrangements if appropriate and is recorded in the near miss book.

Children absent or missing from education (CME)

It is important to monitor frequent absences from school as this could be an indicator or warning of a range of safeguarding concerns. There are many circumstances where a child may become missing from education, so it is vital that the school and local authorities make judgements on a case-by-case basis. Although not exhaustive, the list below presents some of the circumstances that might see a child be persistently absent or missing from Libra with ascending likelihood:

- Refusal due to mental health difficulties such as anxiety
- Refusal due to behaviour and parents unable to manage this behaviour
- Taxi difficulties
- Holidays during term time due to the SEN of the child or parents' work
- Missing children and runaways
- Pupils at risk of harm/neglect
- Children of Gypsy, Roma and Traveller (GRT)
- Children of Service Personnel Families of members of the Armed Forces
- Children who cease to attend a school
- Children of new migrant families

Monitoring and evidence

- CPOMs records
- Accident and near miss hard back book
- Parent/Carer communication log
- Register
- Risk assessments

- Offsite trips and activities risk assessments

Staff training and supervision

All staff during supervision are given training around the importance of supervision of children and being close enough to both see and hear what is being said between the children. All staff are aware of the missing without authority procedures.

Responsibilities

The senior management team will:

- work in conjunction with the Directors to ensure all school staff, children and parents are aware of and comply with this policy.
- provide an environment that is safe, fun, stimulating and challenging to all children.
- promote an awareness of and respect for a diversity of cultures, values, beliefs and abilities.
- encourage parents to take an active role in policy development where appropriate.
- ensure all relevant risk assessments are in place to ensure a safe school environment.
- provide leadership and vision in respect of equality.
- provide guidance, support and training to all staff.
- consider providing remote learning to children in circumstances when in-person attendance is either not possible or contrary to government guidance in accordance with school risk assessments and safeguarding guidance. This might include occasions when:
 - we decide that it is not possible for the school to open safely, or that opening would contradict guidance from local or central government.
 - individual children, for a short period, are unable to physically attend school but are able to continue learning.
- monitor and evidence the effectiveness of this policy.

Teaching and learning support staff will:

- comply with all aspects of this policy.
- implement the school's equalities policy and schemes.
- report and deal with all incidents of discrimination.
- attend appropriate training sessions.
- report any concerns they have about any aspect of the school community.
- receive relevant training, periodically and ongoing as required, according to their role.
- have equal chances of training, career development and promotion.
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

Children will:

- be aware of and contribute to all appropriate policies through the school council.
- work with and support the school council on all agenda items.
- strive to take pride in their work and work to the highest standard that they are capable of.
- listen carefully to all instructions given by the teacher, ask for further help if they do not understand and participate fully in all lessons.
- participate in discussions concerning progress and attainment.
- treat others, their work and equipment with respect.
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school.
- talk to others without shouting and or using physical aggression and will use language which is neither abusive nor offensive.
- hand in homework properly completed and on time.
- wear correct uniform.

Parents and Carers will be encouraged to:

- be aware of and comply with all school policies including this one.

- be encouraged to become involved in policy development by taking part in parent engagement opportunities and by maximising learning opportunities between home and school.
- Keep informed via termly newsletters of the children's curriculum.
- be encouraged to take an active role in the life of the school by attending parent-teacher consultations / Parent Open Days / fundraising and social events.
- ensure regular and punctual attendance of their child.
- notify school on the first day of child absence.
- have holidays out of term time and authorised by school.
- encourage effort and achievement.
- encourage completion of homework and return it to school on time.
- provide the right conditions for homework to take place.
- ensure correct school uniform is worn.
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school.
- speak with children and staff respectfully and expect the same in return.

Linked Policies and documents:

Safeguarding / Relational behaviour / Offsite visits / Risk management / Visitors and contractors / Health and safety

Policy Location

This policy can be found:

- on SharePoint within the staff and master's folder
- on the school website www.libraschool.co.uk
- available upon request from the office: admin@libraschool.co.uk / 01598 740044

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