



**British Academy**

School Marrakech

— Belong Achieve Become —

**SUPERVISION AND  
MISSING CHILD POLICY**

**BASM 36**

## **OVERVIEW**

The safety and well-being of our children is our priority whilst they are in our care at school. Children should never be allowed to leave the premises during school time without the Head or Deputy Head's permission. However, despite every effort to minimise the occurrence, it is possible that a child may leave the premises during the school day without their knowledge or permission. This policy is designed to ensure that pupils are always well supervised to minimise the opportunity to 'go missing' and to ensure that if they do, every action possible is taken to ensure the quick and safe return of that child to school.

Read in conjunction with the Admissions & Attendance, Safeguarding & Child Protection Policy.

## **OBJECTIVES**

1. To ensure arrangements are in place to enable all pupils to enter and remain on the school premises safely and securely during school hours, and to formalise arrangements for their dismissal at the end of school.
2. To ensure children who leave school during the school day only do so with required permission and that they are accompanied by an authorised adult.
3. To ensure the building, grounds and play areas are safe and secure during school hours.
4. To ensure all staff always keep children under proper supervision.
5. To ensure if a child 'goes missing' during the school day, effective protocols are in place to locate them quickly and return them safely to the school or home.

## **RESPONSIBILITIES**

It is the Head's responsibility to ensure this policy is effectively communicated to all staff, effectively implemented, and reviewed on an annual basis.

It is the responsibility of all staff to read the policy and act according to its guidance. All staff should understand attendance, registration, supervision, and dismissal arrangements. Staff must make children aware of the boundaries of their setting.

It is the specific responsibility of the Security Staff to lock and unlock the school gates at the beginning and end of the day.

It is the responsibility of parents to ensure they provide correct and updated contact information on a timely basis and that they know and follow the procedures for handover of their child at the beginning and end of school.

It is the responsibility of Advisory Board of Governors to ensure they are aware of the school's policy and procedures and to offer effective scrutiny and oversight in its review of this policy.

## **SUPERVISION PROCEDURES AIMED AT REDUCING RISK OF A MISSING CHILD**

Parents are informed of the points at which responsibility for the care of their child passes from staff to them and vice versa during enrolment, induction and communications throughout the year.

For all children, this is when they enter the school building from 08.00am.

### **START OF THE DAY**

Entry at start of day – A staff member is on duty to ensure the safety of the students crossing the road, guiding people in.

Students entering the school grounds after registration are guided to the school reception to be provided with a late pass. Students then proceed to the class. Registration will be taken.

All children enter school through their classroom door from 8.15 am. All exit doors and gates with the exception of the main entrance gates and external front door are locked at 8.30am to prevent unauthorised entry.

Late attendance is monitored by the attendance officer at the main reception area recording any late or early departure.

During the school day all students who need to leave the class are required to sign out, wear a yellow lanyard, and sign back into their class, with the exception of the EYFS (nursery & reception) who are escorted by a member of staff should they need to leave the classroom or play area.

### **BREAKS AND LUNCHTIME**

Staff supervision is organised by a duty register to ensure that all students are fully supervised whilst on break or lunch. Staff on duty wear a high vis jacket. Whilst on duty, staff are active and always remain vigilant.

A member of the security staff remains on duty at the main entrance door to ensure no unauthorised entry or exit to the building.

A member of Senior Leadership Team is on duty and are roaming at break and lunchtime to ensure the safety of children as required.

At the end of breaktimes, a member of staff ensures that all students are back in lessons.

A member of the security team roam periodically throughout the premises during the day to ensure the building is secure and safe alerting SLT if any breaches are found.

## **END OF DAY**

Students are escorted to the main door and supervised by staff until collected by parents / guardian. No students are allowed to leave with another family without pre organised permission.

Any students who are not collected on time, are led to a supervision room. A record of students is taken to the attendance officer, and parents are contacted.

## **AFTER SCHOOL CLUBS**

Students' attendance is recorded. The staff member leading the ECA is then responsible to deliver the students to the entrance door at 16.00 where they are collected. Any late students are supervised until the parents or guardian arrive to collect.

## **PROCEDURES IN THE EVENT OF A CHILD GOING MISSING FROM SCHOOL**

In the event of a member of staff fearing that a child has gone missing, the following procedures must be adhered to:

- If a child cannot be found by his / her teacher, it is important to establish where they were last seen.
- In EYFS-Year 6, the Teacher is to remain with the class and students, the Teaching Assistant to alert the Head or, in their absence, the Deputy Head and or DSL **immediately and told when and where the child was last seen.**
- Teaching Assistant to inform security and conduct a search of immediate areas.
- Time is of the essence and prompt actions must be taken by all, if the child has not been located within 5 minutes the search is widened to include all available staff directed by the Head and or Deputy/DSL.
- The name of the child and description must be shared with all staff and a search of the premises must be conducted.
- If the child has not been found after 10 minutes from the initial report of them as missing, then parents / carers should be notified, and the police contacted.
- When contacting parents or carers please ask them to bring with them a recent photograph of their child.
- If the missing child has any special medical or learning needs, then these need to be noted and to be disclosed to police or other agencies.
- At all times, safe supervision of the remaining children must be put in place promptly and calmly.


- All available staff will conduct a thorough search of the child’s classroom, play areas, storage areas, toilets, the school building, and the school grounds.
- If a member of staff finds the child, the Head, or the Deputy Head and or DSL must be told at once. Parents, police, and other authorities will be notified.

**OUTCOMES**

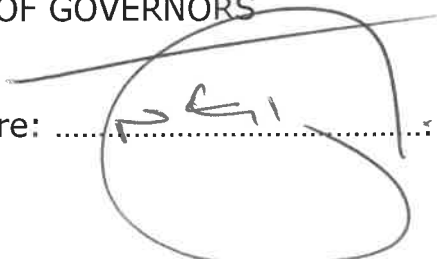
The Head will investigate how the incident occurred and will take appropriate action to ensure that similar events do not happen again.

A missing child should be an extremely rare happening. This supervision and missing child policy is designed to put into place swift and effective actions to locate any missing child and to notify and involve parents and the authorities at every appropriate point.

SIGNED BY: HEAD

Head’s Signature..........

RATIFIED BY: ADVISORY BOARD OF GOVERNORS

Advisory Board Member’s Signature: ..........

REVIEWED: August 2022. REVIEWED: June 2023. NEXT REVIEW DATE: June 2024