

Supervision & Missing Student Policy

Date of policy review:	August 2024
Date for review:	September 2025
Lead for review:	Assistant Headteacher Pastoral

Contents

Contents.....	2
Explanation of and guide to supervision procedures (including “Missing Student” Policy and procedures).....	3
Supervision during the school day.....	3
Supervision after the school day - day students	4
Supervision after the school day - boarders.....	4
Supervision during the evening and overnight - boarders.....	4
Supervision on Educational Trips and Visits	5
Staff training for supervision	4
Knowing the whereabouts of students	4
Children going missing / Missing Student procedures	5
Reducing Risk of a Student going missing	5
General procedures	5
Start and end of the day, especially for day students	5
Procedures In the event of a Missing Student	5
Missing Student during the school day	5
Missing Student outside normal school hours (outside Mon - Fri 0830 - 1730).....	6
Missing Student whilst on off-site School activity.....	6
Missing Student failing to return from “exeat” at the expected time	7
Procedures once the Missing Student is found	7
Guildhouse London Children Missing Education Policy	8
Related Policies.....	8

Introduction

This policy outlines the school's approach to supervision during the school day, outside of regular hours, and during off-site activities, as well as procedures for addressing incidents involving missing students. It incorporates statutory responsibilities under the *Children Missing Education Guidance 2024*.

Although there is no legal requirement for a written supervision policy, Guildhouse's unique student body and urban setting necessitate a tailored approach.

- Students are aged 15–21, predominantly 16–18, and mostly international with strong academic aspirations.
- They are well-traveled, tech-savvy, and accustomed to city living.
- English is often an additional language, requiring careful induction and regular understanding checks.

The central London location, lacking a self-contained campus, requires fostering student self-reliance for navigating city life. Premier House, the Boarding House, is in a safe, exclusive area with well-lit streets and pedestrian-friendly routes.

"Parent" includes educational guardians and agents, particularly if language barriers exist. Attendance policies ensure close monitoring to prevent safeguarding concerns or missing education. A "missing student" refers to immediate absences, distinct from long-term educational disengagement (see page 8).

Supervision Procedures

Supervision During the School Day

- Students are supervised in lessons (average class size 6-12 students), during breaks, and in non-contact periods. Staff are available throughout the school building to ensure student safety.
- Students may spend free periods outside the school but must remain within TfL Zone 1 and maintain mobile phone access for contact.
- Attendance procedures and follow up is in place in line with the School's Attendance policy to follow up on students who are missing from class. This is conducted by the Student Administration Team.

Supervision After the School Day

- Day students may leave immediately after their final lesson. Boarding students must return to Premier House by 6:30 PM and are under the care of boarding staff.
- Boarding supervision includes informal sign-in/out processes, regular welfare checks, and unobtrusive evening and overnight monitoring supplemented by CCTV.

Supervision on Educational Trips and Visits

- Risk assessments and appropriate staff-student ratios ensure safety on all off-site activities. Refer to the *School Educational Visits Policy* for detailed procedures.

Missing Student Procedures

1. **Definition of a Missing Student**
 - A student is considered missing if they are 30 minutes late for a defined register time, such as a lesson, Premier House sign-in, or curfew.
2. **Missing Student During the School Day**
 - Staff take a register. Attendance is monitored by the Student Administration Team who attempt to reach the student by MS Teams/ phone. If necessary, the guardians/parents are notified.
 - All students have at least two emergency contacts on Shackleton (as per the Safeguarding and Child Protection Policy).
3. **Missing Student Outside Normal Hours**
 - Boarding staff follow similar procedures, involving the senior leadership team, parents, and the police if the student remains uncontactable.
4. **Missing Student on Off-Site Activities**
 - An immediate headcount is conducted, the party leader ensures group safety, and a search for the missing student begins. Parents, the school, and the police are informed as required.
5. **Actions When a Missing Student is Found**
 - Staff ensure the student's well-being and, if applicable, liaise with parents and the police. A full investigation is conducted by the Headteacher within five days to identify lessons learned.

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.
- 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.

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 Student Administration Team
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. The Student Administration Team will immediately attempt to contact the student by phone and will alert the Senior Leadership Team and the relevant PD in the case of prolonged absence

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.

Children Missing from Education (CME)

The school actively identifies and supports children missing education in accordance with the *Children Missing Education Guidance 2024*.

1. **Local Authority Notification**
 - The school informs the local authority when a CSA/Y11 student joins or leaves outside standard transition points, sharing details of departure.
2. **Monitoring Attendance**
 - Staff are trained to identify CME risks, including irregular or unexplained absences. Concerns are immediately reported to the DSL, who consults local CME protocols and liaises with safeguarding partners.
3. **Escalation and Referral**
 - If a student's whereabouts cannot be established, the DSL consults the Multi-Agency Safeguarding Hub (MASH) or equivalent and follows statutory safeguarding procedures.
4. **Record Keeping and Reporting**
 - Detailed records of CME concerns and actions taken are maintained and regularly reviewed. Staff training on CME is provided regularly to ensure compliance with statutory duties.

Related Policies

Educational Visits Policy



GUILDHOUSE SCHOOL
LONDON



Creating tomorrow's change makers.