



**ADDITIONAL PROCEDURES INCLUDING:  
SUPERVISION OF PUPILS, MISSING  
PUPILS, USE OF RESTRAINT AND  
SEARCH**

## **1. Definition**

Adcote School seeks to ensure that pupils are properly supervised at all times. Professional judgement is needed in view of the age of the pupils and the activities in which they are engaged. If pupils are within school boundaries, it is important not to assume that they are completely safe. It is important for staff to understand the importance of pupil supervision and observe the following guidance.

## **2. Registration in Lessons**

Formal registration should take place at the beginning of each morning and afternoon and staff are asked to complete the register. Any girls that are absent due to ill-health or medical appointments will be marked. Staff are asked to report any unexplained absences to the office immediately.

Staff taking activities are provided with an attendance register and should report any absences to the office without delay. A registration of girls attending prep is also taken at 4.30pm.

## **3. Staff Absence and Arranging Cover**

If Staff are absent from school, they are responsible for arranging appropriate cover and supervision for their pupils. Staff should contact the Deputy Head with the appropriate form.

## **4. Supervision in Boarding Houses**

Each house has a duty rota which is compiled by the Head of Boarding and reflects the age and number of the pupils and layout of the building. Duty rotas are displayed in Houses, so that pupils know who is on duty at any time.

## **5. Supervision of Pupils for Out of School Visits**

Risk Assessments should be carried out so that the staffing ratio is appropriate to circumstance during out of school visits. There should ideally always be at least two staff on any visit and for some trips, a female member of staff will be required.

See Risk Assessment for Educational Visits/Out of School Trips or consult with the Deputy Head or Health and Safety Officer for further clarification.

## **6. Supervision of Pupils during Breaks and Lunchtimes.**

Staff will supervise pupils during breaks and lunchtimes. Pupils are not allowed to leave the premises during these periods. Specific arrangements will be made for supervision during play / concert rehearsals or similar events during breaks and lunchtimes.

Members of the PE department will supervise pupils for sports events and activities. Other clubs and activities taking place during the lunchtime period will be supervised by the appropriate staff.

Medical Support: A qualified nurse is on site to administer first aid and deal with accidents and emergencies, including illness. Also a number of staff, who are trained first aiders, will be available to give emergency first aid treatment during the lunch and break periods.

Pupils will not have unsupervised access in designated areas during Breaks and Lunchtimes which will include:

- gymnastic / athletic & climbing activities
- science laboratories
- Art and Textiles Rooms
- All “Out of Bounds” areas including cleaning stores
- grounds, maintenance, catering and cleaning areas

## **7. Missing Pupil Procedures.**

Missing – On Site

- On realising a pupil (including boarders in evenings and weekends) is missing, notify other staff **on duty**
- Check sign in/out book for details
- Talk to friends to gain information
- Try calling mobile number of girl, if we don't have a mobile, ask friends for information
- Begin searching last know location.
- Contact Head, Deputy Head or Head of Boarding if they have not already been informed to gain further instructions.
- Contact Maintenance staff conduct a thorough search of school and grounds
- If after a thorough search of school buildings and grounds the student has not been located, contact the Head, Police and parents if deemed necessary.

## **Missing – On Educational Visit**

- On realising a pupil is missing, notify other staff on trip
- Ensure rest of group safe
- One member of staff to stay with group whilst one returns to last meeting point.
- Use mobile phones to try and contact pupil.

- Contact school to see if any message has been received. Liaise with Head and Deputy Head re procedures.
- Contact Police and follow their instructions
- Contact parents when Police instruct it. At all times keep in contact with school.

## **Additional Procedures**

### **Use of Restraint:**

Any use of restraint must be by reasonable and non-injurious means. Such physical intervention should only be employed when immediately necessary and for the minimum time necessary to prevent injury to self or others or very serious damage to property. Examples of this must be recorded, in writing, and reported without delay to the Deputy Head and Headmistress.

A copy of the incident will be kept on the pupils CPOMs file.

### **Searching Pupils and their possessions:**

If a member of staff has reasonable grounds to suspect that a pupil is in possession of prohibited items such as illegal drugs, alcohol, stolen items, knives or weapons they should immediately report it in the first instance to the Deputy Head who will in turn inform the Head. If the items are believed to be in a pupil's room, the Head of Boarding should also be informed.

A search will then be conducted. Two members of staff must be present at all times, one of whom must be a member of the Senior Management team. One person to search and one person to observe.

A copy of the incident will be kept in the Deputy Head's office and where appropriate, on the girl's CPOMs file.