

SUPERVISION, ROLL CALL, ABSENCE AND MISSING PUPILS POLICY

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This policy explains how pupils are supervised in School, what freedom they are given, how absences are reported and what should be done if a pupil is missing. It should be read in conjunction with:

- National Minimum Standards for Boarding.
- Educational Visits Policy.
- Safeguarding Policies.

Supervision Overview

Pupils are directly supervised:

- By their House staff when in their boarding houses.
- By teachers when in lessons.
- By adult supervisors when in private study or prep (IV – LV).
- By the member of staff in charge when taking part in co-curricular activities or clubs.
- By trip staff when on trips unless remote supervision has been agreed in groups.

Pupils are allowed access to their houses and school facilities during their free time and, additionally, V - VI2 may choose where to work during their timetabled private study lessons. Freedom is given in accordance with the age and ability of pupils to look after themselves safely and appropriately. At these times, pupils are the responsibility of their House staff, whether under their direct or remote supervision. Regular Roll Calls and class/private study registrations take place to ensure pupils are regularly seen by a member of staff.

Each year group has a specific time by which they must return to their boarding houses, from which point onwards they are under the direct supervision of their House staff and may not leave the buildings without permission on each occasion (and then only in exceptional circumstances). The houses are alarmed from 21.30 until 06.50.

At weekends, there is more flexibility to allow pupils to feel like School is a second home; that notwithstanding, there are regular Roll Calls and activities are appropriately supervised according to age, number of pupils and type of activity.

House Registration Autumn Term 2020

Weekdays:

07.45- 08.30: All Houses
19.00-19.30: Lower School Houses
21.30-22.00: Sixth Form

Saturday:

08.00-08.45: All Houses
16.00-16.30: All Houses
21.30- 10.00: All Houses

Sunday:

10.30-11.00: All Houses
16.00-16.30: All Houses
21.15-22.00: All Houses

SMT Responsibility for Pupil Welfare

One member of SMT is always present in School and each day one person is appointed to take responsibility for any emergencies which arise. This member of SMT is supported by Hms who step up to be the Duty Hm. If the duty member of staff needs to be out of School, a system is in place to ensure an alternative member of SMT is on-site at all times during term time/when Benenden pupils are on site.

Registration/Roll Call and Absence

a. Academic Time (09.00 – 17.30): Registration and Reporting Absence Procedure

Academic staff are responsible for registering attendance in lessons/private study from 09.00 until 17.30. This is completed in the database iSAMS and in SOCS for cocurricular activities. The two systems are linked.

If a pupil is absent, staff should check the 'Girls Out of School' record on the Portal. Medical Centre and houses will alert the School Office if pupils are with them so they can be added to the list.

Where no absence is listed or the staff member has not been given advance warning of the absence, he/she must press the alert in iSAMS (or call the School Office on 6676 if there is a computer glitch). The responsibility for finding the absent pupil or finding the reason for an unnotified absence then passes to the School Office.

b. Boarding Time (17.30 – 09.00) Roll Call/Prep Registration and Reporting Absence Procedure

House staff must ensure that all pupils are accounted for at every Roll Call and must know or be able quickly to find out the location of boarders in their care at any time. Roll Calls may only be carried out by a member of staff.

Morning Roll Call

The morning Roll Call takes place at a specified time and place for each House between 07.45 and 08.15. Though pupils may leave their boarding Houses from 06.50, when the alarms are switched off, to attend activities, they must attend their House Roll Call in person unless absent by arrangement with House staff permission.

Where the pupil has an authorised absence to take part in a school activity, they must be sighted by a member of their House staff before lessons begin, so their presence and safety in School has been confirmed by those responsible for them.

It is the responsibility of the Matron on duty to enter any absences into iSAMS each morning. This should be done before 09.00, so the list is available to teachers at 09.00 when lessons begin. The information is placed on the 'Girls Out of School' list.



After School

All lower school pupils must sign out and back into their houses in the evenings. Sixth Form pupils must fill in the internal whereabouts chart if they are not returning to House for the evening or if they leave the House during the evening. There is an electronic system using a QR code for the VI Form that is monitored by House staff.

Evening Prep and Early Evening Roll Call

Evening Prep in the Autumn and Spring Terms for IV-LV is from 17.30 – 18.15 (18.30 for LV) and is supervised by staff who complete registers. House staff check iSAMS to ensure everyone is present during prep and follow up any unexplained or unauthorised absences. The House staff then bear the responsibility for finding the pupil. Prep for V is in House, registered by staff and supervised by Sixth Form; UV may register in House or be given permission to work in School.

All IV – UV pupils are registered when they return to House after supper, usually at 19.00. They may only miss this Roll Call if they have a staff supervised activity and have alerted their House staff to this.

Night Roll Call

The final Roll Call of the evening is to ascertain that all pupils are safely back in their houses for the night. These take place at different times according to each house's routine, but all are completed by 22.00. If a pupil is out beyond this time (e.g. on a theatre trip), arrangements must be made to see her back into House so that staff know she is safe.

Weekends

Lower School pupils must sign in and out of their house when they are visiting different areas of the school campus after lessons. Sixth form must fill in the internal whereabouts sheet stating where they will be spending their time if they are not in House but still on the campus.

On Saturday and Sunday afternoons, all pupils have an extra Roll Call between 16.00 and 16.30. This is completed in House.

Missing Pupil Policy

Academic Time (09.00 – 17.30): Missing Pupil Procedure

Absent pupils must be reported as soon as possible, using the iSAMS alert or the phones provided in each classroom if the staff member has not been given advance warning of the absence. If the pupil is not registered on the Girls Out of School list, the responsibility for finding the absent pupil or finding the reason for an unlisted absence then passes to the School Office. The School Office will ensure the pupil has not gone back to House, is in the Medical Centre or attending an extra.

If the pupil is still unaccounted for, the School Office will liaise with the PA to the Deputy Head Boarding and Pastoral Care to instigate a search for the pupil. Further support may be given by the Deputy Head Academic's PA and other administrative staff.

For Sixth Form pupils, who are allowed to have their mobile phones with them, they should be contacted via an appropriate means (text, app, phone call) prior to any search.

The first places to search for a Lower School pupil will be the pupil's House or that of her friends, the Library, the Medical Centre, the Music Department, Academic Support Dept, the Dining Room and Café and any other places the pupil might legitimately be found (SPLASH, Theatre, music lesson).

If the student is still not found once these places have been searched, the First Deputy and/or in their absence the Deputy Head Boarding and Pastoral Care must be informed so that a decision can be made about the next steps. These would include:

- Phoning the pupil's mobile number.
- Waiting until the next registration point to see if the pupil arrives.
- Instigating a more thorough search if there is a greater cause for concern.
- Questioning the pupils' peers.
- Speaking to staff who have taught or been with the pupil that day.

For further searches, please see the information below.

Once the pupil is found and, if appropriate at the time, she will be reminded of the procedures for absence from class, be sanctioned for missing a class and/or given help if she is in distress.

Boarding Time (17.30 – 09.00): Missing Pupil Procedure

If a pupil is reported missing during boarding time, the House staff bear the initial responsibility for checking if the pupil is legitimately engaged elsewhere. A search for the pupil does not have to be instigated at this point unless the staff have a concern that the pupil might have gone missing. They might wait until the end of an activity to see if the pupil returns to House at that point or until the next Roll Call if that time is approaching. The most likely reason for an absence is that the pupil is engaged in legitimate business somewhere in School and has forgotten to let the House staff know. However, staff should bear in mind if the pupil may be distressed or has shown signs of distress previously and act accordingly which is likely to involve escalating to the next step more quickly.

Before undertaking a search, the pupil's mobile phone should be contacted via an appropriate means (text, app, phone call). If this does not prove fruitful an initial search of the more obvious areas of School, (other houses, Sports, Music, Library, Dining facilities, School buildings, Medical Centre), can be instigated by the House staff before the Duty Hm is informed. Staff should wait no longer than one hour before informing the Duty Hm of their concern and agreeing at what point a search will be undertaken. The Duty Hm will inform the SMT member on-call. The First Deputy, Deputy Head Boarding and Pastoral Care or the member of SMT on call will make the decision on when to form a search party and to contact the police. Consideration will be given to pupils with special educational needs and those with known pastoral concerns.



The following procedure can be adapted to suit the circumstances of each individual case:

- The pupil's mobile should be called, or social media apps used.
- Other Hms can be called to check if the pupil is with friends in their houses.
- The habits and activities of the girl will be considered as well as her demeanour before a wider search is instigated or the fire alarm is rung.
- Parents might also be contacted. This would apply if it is thought the pupil might have gone home without following the correct procedure.
- The Medical Centre will be informed that the pupil is missing so they can prepare to look after her when she returns.
- The First Deputy, Deputy Head Boarding and Pastoral Care or member of SMT on-call will make the decision to ring the fire bell or to gather a search party together if it is felt the pupil might not return when the bell rings.

Search Parties

Where possible, search parties will consist of pairs of male/female staff. Each pair will be given a sector of the school grounds to search and will be sent out together with a mobile phone, a torch and a contact number to call into every thirty minutes.

The Search team should consist of:

- Boarding House staff including those off duty.
- Meadows/Weston Crescent staff.
- Other staff on site.
- Night security team.
- Sectors:
 - Terrace and Rose Garden
 - Top Lax
 - Park Lax
 - Lime Avenue to the Clarke Gates
 - Woods towards the lake
 - Walled Garden, Victorian Water Garden and Eco-classroom
 - School buildings
 - Fields and woods beyond the all-weather pitch
 - Founders and beyond.
- Cars can be sent around the school boundaries and along the roads leading to
 - Golford Crossroads then on to Cranbrook
 - Sissinghurst
 - Benenden village
 - Iden Green
 - Benenden Hospital.
- If the pupil is not found after approximately an hour of searching, the decision will be taken to contact her parents and, in consultation with them, the police for further assistance.
- Once the pupil is found, she will be cared for either in the Medical Centre or taken home.
- Discussions will take place at an appropriate time as to why the pupil absconded. Support will be given and/or sanctions might be imposed, as necessary and in consultation with the parents.
- Where a pupil has forgotten to go through the usual channels for taking time out of school, a sanction might be imposed by the Headmistress or First Deputy after discussion with the Hm and the Deputy Head Boarding and Pastoral.

A log of missing pupil incidents is kept by the Deputy Head Boarding and Pastoral and reviewed when an incident occurs.