

## Child Supervision and Missing Child Policy

**Primary person responsible for updates to this policy:** Chris Randell

**Job title:** Principal

**Last review date:** May 2021

**Next review date:** June 2022

**Relevant ISI coding (if applicable)**

**Circulation:** This policy has been adopted by the governors and is available to parents on request. It is addressed to all members of staff and volunteers and applies wherever they are working with children.

'Parents' refers to parents, guardians and carers.

## **Child Supervision and Missing Child Policy**

*Definitions of terms used in this policy:*

*Staff = all those employed in any capacity by or on behalf of Abbey College Manchester*

*Parents = parent, guardians, House parents, Assistant House parents or Host Family*

*College = the main College building, Clydesdale, Host family lodgings, the Unitarian Chapel, all venues where enrichment takes place.*

### **Supervision of Students**

All students are registered for all lessons, enrichment and twilight. All students attend afternoon registration.

In addition, students of compulsory school age are:

- Registered in the morning
- Only permitted to go out of the college building at break and lunchtime with parental permission
- Registered in study periods

### **Security of the main college building**

- Buildings are supervised at all times when students are present.
- All staff and students have a code and a swipe card to get in and out of the building and through the security gates.
- During the holidays the college building is closed to students unless a member of staff has arranged a lesson. Staff must sign in at reception.
- The college is closed at weekends

### **Procedures for a missing child**

Abbey College has a Duty of Care to all its students. The procedure to follow if a student's whereabouts are unknown is a key part of Safeguarding and, for those International students who are on a visa, a requirement of the UKVI.

#### **1) Missing at curfew (Host family)**

If a student has not returned home at curfew the following procedure is followed:

- The Host will call the student to express concern and to explain that they are breaking the curfew and need to return home immediately

- If there is no answer, a phone and text message is left and the host continues to call/text at intervals
- The host checks with the student's friends to see if the student can be located and informs them of the seriousness of the issue. They are told that if the missing student is not located by an agreed time (depending on the lateness of the incident) the police will be called
- If there is no response and /or the student is not found by the agreed time, the host rings the Emergency College contact and informs them that they are contacting the police to report the student as a missing person.
- The College will then alert agents/parents as to the action that has been taken

Once the student has been found and the College has been informed, appropriate disciplinary action is taken when the student is next in college.

## **2) Missing at curfew (Clydesdale)**

If a student is not in their room at Clydesdale at curfew the following procedure is followed:

- The Houseparent on duty will call the student to explain that they are breaking the curfew and need to make themselves known to staff immediately and return to their room or return to the residence if they are off the premises
- If there is no answer, a phone and text message is left and the Houseparent continues to call/text at intervals
- Check with other staff to see if they have seen or been in contact with the student
- Check common areas and other student flats where the student may be
- Check with the student's friends to see if they know anything of their whereabouts, informing them that if the student is not located by an agreed time, the police will be called
- If no response is received to calls and/or the student has not been located within a reasonable time frame\* the police must be called.
- The Emergency College contact must then be notified that the police are being contacted
- The College will then alert agents/parents as to the action that has been taken

\*Dependant on time of day, how long student has been missing, and other personal circumstances. Emergency Contact should be called, before contacting the police.

Once the student has been found and the College has been informed, appropriate disciplinary action is taken when the student is next in college.

Persistent lateness at curfew in either Homestay or Clydesdale will result in referral to the student's Head of House and appropriate disciplinary action will be taken.

## **3) Extension to curfew and overnight visits**

If a student under 18 wishes to stay away from the accommodation overnight or past normal allowed curfew, the student must submit a Weekend Leave or Extended Curfew form, in advance, to the Head of Senior Boarding. If the student is staying away from the accommodation, full contact details (name, address, telephone number) of the adult with

whom they will be staying must also be provided and the student must give a date and time of their expected return. For students under 18 years of age, parents will be contacted in writing to provide consent for the student's intended plans.

For CSA (Compulsory School Age) students the Host has a form for this purpose which must be completed and kept in the student file.

Students are not allowed to stay away from the accommodation during the week on a College night unless in exceptional and pre-agreed circumstances. To do so will incur disciplinary action.

If a student is with their parent/guardian a letter of consent must be sent to the Head of Senior Boarding or Director of Accommodation in order to confirm the situation. If the request is not made in advance and outside normal office hours, the parent/guardian should come to the student accommodation to collect their child/ward and present identification to the Houseparent on duty for a copy to be taken and arrangements to be confirmed in person.

#### **4) Missing from class**

**It is the responsibility of the Host or Houseparent at Clydesdale to inform the college before 9.00a.m. of any student absence**

Registers are taken for all students at the start of every lesson and are checked by Student Services. A "late rule" is enforced after 9.00 a.m. If, by 9.30 a.m., a student is still absent Student Services will contact the parent/guardian to ascertain the reason for the absence. If contact cannot be made, a message will be left and the student will be phoned direct. Student Services also contacts the Director of Accommodation, who rings on behalf of those students in Host family or the student residence.

If a student has previously been present in a lesson but is subsequently marked absent, the student is contacted by Student Services or the Director of Accommodation and a message left if contact cannot be made. The parent (or Houseparent if in Clydesdale) is then contacted to check if the student has arrived. Students must not go home in lesson time without permission being sought from the HoH.

**CSA** students have additional risks and additional precautions are taken to ensure their safety.

- 1) Students are registered in every lesson and attendance monitored closely by Students Services. If students are late, they have to report to the Study and be signed in by the member of staff on duty.
- 2) If a student has failed to arrive by 10 a.m. the procedure above will be followed and messages left on the student's and parent's phone.
- 3) If the student fails to turn up by the end of first lesson, the "missing at curfew" student policy will be put in place and if necessary the Director of Accommodation will visit the accommodation to ascertain the reason for the student's absence.

Absences will be unauthorised if no legitimate reason for the absence has been received from the student's parent/guardian.

**Additional information linked to the COVID-19 or other pandemic**

As the college day will be modified to accommodate social distancing and distance learning, modifications will also be made to the college building. In addition, students may not leave the building before the end of morning lessons (e.g. at break time) or unless their lessons have finished for the day and they are returning home. In this instance, once they have left the building, they may not re-enter.

Registration for CSA students will be at 9:30am each day, however the late rule and punctuality will be relaxed.

Absence must be reported to Student Services by 9:40am each day