



ATTENDANCE AND SUPERVISION POLICY

(including Lost Child procedures)

This policy will be reviewed annually or in response to changes in legislation		
Last Review	September 2023	Compliance Manager, Kindergarten Head
Approved	September 2023	Principals and Kindergarten Head

This policy should be read in conjunction with the Thomas's Kindergarten Educational Visits and Off-Site Activities Policy, Safeguarding and Child Protection Policy

Introduction

We aim at all times to keep children safe and secure whether on Kindergarten premises or in our charge off site. We take all reasonable precautions to ensure the safety of the children. To prevent a child going missing from Kindergarten or when on an outing, we have the procedures in place below.

Registration

This takes place twice each day, and in addition whenever leaving or entering the premises, all children are accounted for:

- At the start of the day at 8.45am registers to be completed by 9.10am when the front door is closed
- The number of children in attendance is displayed on a board above the staff noticeboard
- Register to be completed at the start of afternoon clubs at 12.00 noon and the number of children attending to be displayed on the board above the staff noticeboard

Registers are checked for absences by the member of staff completing them. Where staff have been informed of an absence, no further action is taken. In the cases where no information regarding absence has been received by 9.30am the parents are contacted.

Off-site activities

- When children are going off site for activities such as visiting Thomas's main school, Little Explorers or trips etc. the group leader takes a register and informs the Kindergarten of any absences.
- Outings are recorded in the school diary with the following information:

- the date and time of outing
- the venue and mode of transport
- names of staff assigned to named children if applicable
- time of return
- Staff take a list of children's contact details with parent/carer details, numbers and emergency numbers.
- Every pupil is to be allocated an adult who is responsible for them on the trip.
- Before every off site activity/trip a risk assessment is to be completed by the group leader. This risk assessment should include a meeting point and procedure specific to the venue in case a child is presumed lost.
- In the event of a presumed lost child the teacher in charge contacts the Head and the procedures outlined below will be followed..
- The procedure in place at the venue (e.g. museum, zoo etc.) should be followed.

Measures to prevent children leaving the Kindergarten building unsupervised

- Staff are expected to be vigilant and check that exit doors are secured on their entry and exit from the building. and the front door and the back door are always secured
- Visitors are escorted throughout their visit and off the premises by a member of staff so that exit doors can be secured
- Kindergarten staff hand children back to their parent/carer who are responsible for their child from this point on

Risk of Kidnapping

Security is constantly under review. Procedures are as follows:

- All members of Thomas's staff wear identifying badges and Thomas's branded clothing
- Visitors sign in
- Staff challenge unfamiliar faces
- Access to the buildings is restricted during the Kindergarten hours of operation
- Only nominated members of the church staff are able to access the Crypt during the Kindergarten hours of operation
- Visitors to the Church are not permitted into the crypt, with the exception of visitors using the lift or accessible toilet. The Church will inform the Kindergarten in advance when these facilities are required so that the appropriate safeguarding procedures can be put into practise
- Appropriate risk assessments and supervision is in place when children are playing in the outdoor area or whilst on a trip

Children that are presumed lost

From the Kindergarten

- A thorough search of the Kindergarten is made, including outdoor area
- One member of staff will search the immediate vicinity around the church building and river walk
- The children are gathered and the register is taken.

- If the child is not found within 5 minutes, the police are called by the Head and the parents informed (by the Head). The Police may inform Wandsworth Child Social Services

During an outing

- As soon as it is noticed that a child is missing, staff ask children to stand with their designated person and carry out a headcount to ensure that no other child is missing
- One member of staff searches the immediate vicinity but does not search beyond that
- In a staffed venue, staff will contact the venue's security who will handle the search and contact the police if the child is not found
- If the child is not found within 5 minutes, the visit leader contacts the police to report the child as missing
- The visit leader will inform the Head; if they are not on the outing they make their way to the venue to be the point of contact for the police as well as support staff
- Staff take the remaining children back to school or to a secure location at the venue
- The Head contacts the child's parent who makes their way to the Kindergarten or outing venue as agreed with the Head

Investigation

- Following an incident, the Head will inform the Principals and the nominated Safeguarding Governor
- The key person/ staff member writes an incident report detailing:
 - the date and time of the report;
 - what staff/ children were in the group or outing;
 - when the child was last seen in the group/ outing;
 - what has taken place in the group/outing since then; and
 - the time it is estimated that the child went missing.
- The Principals or their nominated individual will carry out a full investigation taking written statements from all staff present at the time, or where applicable, who were on an outing
- A conclusion is drawn as to how the incident happened and to identify any changes to processes
- If the incident warrants a police investigation all staff will co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff
- Social Services may be involved if it seems likely that there is a child protection issue to address
- The Head will notify OFSTED within 14 days of the incident