



## **DORSET HOUSE SCHOOL**

### **Supervision of Pupils Policy**

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Approved by: Governing Body



## **1. POLICY STATEMENT**

The purpose of this policy is to ensure that all pupils are appropriately supervised from the time they arrive at school in the morning until they go home at the end of the school day and that all staff are aware of their responsibilities for the appropriate supervision of all pupils throughout the school day. This policy applies to the whole school, including Reception and the Boarding House.

## **2. ROLES AND RESPONSIBILITIES**

The school is legally obliged to ensure that, as far as is practicable, a safe place of work is provided for all employees and others that enter the school (see Health and Safety Policy).

The school is also required to ensure that the supervision of pupils throughout the school day is adequate to ensure their health, safety and welfare.

Teachers have a duty of care to the children, which is based on the principle of “in loco parentis”. This can be thought of as the standard of care expected of prudent parents in the care of their children.

The Headmaster has certain responsibilities. These include:

- formulating the overall aims and objectives of the school and implementing policies
- ensuring that teachers at the school receive information they need in order to carry out their professional duties effectively
- ensuring the maintenance of good order and discipline at all times during the school day including lunchtimes and whenever the pupils are engaged in authorised school activities whether on the school premises or elsewhere
- making arrangements for the security and effective supervision of the school buildings and their contents and of the school grounds

## **3. NEGLIGENCE**

If a claim for negligence is brought against a member of staff it is important to be able to show that a structured supervision plan exists, is known and understood by all involved, and that adequate care was being exercised at the time of the incident. High standards of supervision must be maintained at all times.

Any injury to a pupil would not in itself be grounds for a successful action against a member of staff. It is necessary to show that there has been no negligence by the school which has resulted in the injury sustained by the pupil. The employer is responsible for any negligent acts of their employees committed in the course of their employment. However, if anything happened to a pupil, the cause of which could be attributed to some lapse in the standard of appropriate care, the member of staff could incur some legal liability.

#### 4. RESPONSIBILITY DURING THE DAY

An appropriate level of supervision is provided to ensure the welfare of the children.

Advice for staff:

- There must be adequate supervision through school break times
- A duty rota for break time supervision is circulated to staff (See Appendix 1)
- Teachers and teaching assistants should be aware of pupils at break time even when they are not on duty
- Part of the induction of new staff includes an explanation of supervisory responsibilities
- Duty teachers must begin supervision promptly
- Staff must leave the staff room promptly to supervise the children back into class
- We expect children to enter school in the appropriate manner to ensure a positive start to the next lesson
- During wet breaks duty staff will supervise pupils in the ICT room and form rooms and encourage reading or constructive activities. Children in the Pre-Prep will be supervised in form rooms and will play using a variety of equipment

TIME OF THE DAY	SUPERVISION
EYFS	<ul style="list-style-type: none"> <li>• EYFS children are registered and supervised in their classrooms on arrival from 08.15. A formal register is taken at 8.30am.</li> <li>• Strict ratios are adhered to throughout the school day. In our Reception class the teacher has an IPGCE and Early Years Professional Status and where the majority of pupils are five or over can be responsible for up to 30 children<sup>1</sup>. This is maintained in the classroom and all learning environments as well as in the bark chips play area at play time and in the dining room. With TAs currently employed to work with Reception to Year 3 in the mornings, however, the ratio is often less than 1:13.</li> <li>• At the end of the day parents collect their children from the gate or from the After-School Care Team before 5.30pm. After 3.30pm children in EYFS are in the care of the After-School Care Team. A register is taken at this time.</li> </ul>
WHOLE SCHOOL	Children must be supervised at all times. Children should not be left in classrooms without supervision. In the Pre-Prep Teaching Assistants are present some mornings and this means that the ratios are lower in the classroom. In the Prep part of the school

<sup>1</sup> Reference to E52 of the ISI Handbook for the Inspection of Schools - the Regulatory Requirements. September 2022, p. 145 "Where the majority of pupils are five or over or will be within the school year, the staffing ratio is 1:30 provided that a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification is working directly with the children."

	some classes are streamed for lessons, meaning the ratio is again lowered.
<b>LEARNING DEVELOPMENT</b>	The Head of Pre-Prep Learning Development is located within the Pre-Prep and collects children for extra lessons. She also returns the children to the class teacher once the lesson is completed. The Prep SENDCo is located in a classroom across a piece of grass with full visibility from a number of classrooms.
<b>PERIPATETIC MUSIC</b>	The Peripatetic music teachers collect Pre-Prep children for their lessons from the classrooms and return them once the lesson has finished. Prep pupils walk across a short pathway to the music school.
<b>BEFORE SCHOOL</b>	Boarders are under the care of the Boarding House master when the day starts until after breakfast when the form teachers are responsible for all pupils as they arrive in their classrooms for registration (from 8.00am). Pupils who arrive before 8.00am are taken by their parents to the dining room where they come under the supervision of the Boarding House staff until 8.15am when the form teacher takes over, unless <b>a prior arrangement has been agreed</b> with a particular form teacher. Our responsibility begins when the children arrive at school.
<b>8.00 - 8.30am</b>	Class teachers are responsible at this time with a formal register taken at 8.30am.
<b>8.30 9.00am</b>	Class teachers are responsible for pupils at this time. On certain days, pupils will have form time, hymn and/or choir practice or assembly. These are all supervised and all are expected to attend unless they have a timetabled music/ Learning Development lesson.
<b>BREAK TIME</b> <b>10.30 - 11.00am</b>	All pupils are supervised by four members of staff, who undertake break duties (on a rota basis, see Appendix 1). Staff carry mobile phones to aid communication with the school and the matron if necessary. Staff are present on the playing fields, in the woods or around the Prep school buildings at all times. The members of staff on duty will accompany the pupils back into the building.
<b>LUNCH TIME</b>	Lunch time is divided into 2 sittings. 12.00-1.00pm for the Pre-Prep and Year 4 and 1.00-2.00pm for Years 5-8. All pupils are supervised by members of staff, who undertake lunch duty on a rota basis. Staff on duty sit with the pupils and eat their lunch with them and supervise them at this time. Pupils are then supervised by staff in the woods or on the playing fields until 12.55 for the Pre-Prep and Year 4, and 1.55pm for Years 5-8 when lunch break ends and pupils are registered. Class teachers register Years R - 4 and subject staff register Years 5 – 8 at the beginning of the first lesson of the afternoon. On Wednesdays (match days) Years 5 – 8 are registered just before lunch in order to facilitate a speedy departure for fixtures. Games staff carry

	team sheets and register children at the beginning of each journey in a minibus.
<b>CHANGING ROOM</b>	It is important in order to guarantee good behaviour and to minimise the loss of clothing that a member of staff is always nearby when children are changing. Reception – Year 2 children change in the classroom to ensure close supervision at all times. The rest of the children change in their respective changing rooms with teachers nearby.
<b>PUPILS WHO ARE OFF GAMES</b>	Pupils who are off games will be either: - in a class room/library supervised by a member of staff. - at the pitch side/Barn, supervised by the teacher running the activity.
<b>END OF THE SCHOOL DAY</b>	All children (including EYFS) who are going home at 3.30 are handed over to parents by their class teachers. Those doing an after-school activity are under the supervision of the member of staff running the activity until its conclusion. Registers are taken at all clubs. Children staying on at school up until 17.30 are signed into the After-School Care team for supervision until they are collected.

#### Unexplained Absence

The responsibility to ensure that a pupil attends school regularly is that of the parents and/or guardians. The school will contact parents when children are absent from school without notification.

#### Illness

When children are taken ill during the school day the school will contact the parents or guardian whether at home or at work; information about contacts is kept in the school office and by matrons.

#### Emergency

No class of pupils is left unsupervised for any reason. In the case of an emergency a teacher in a neighbouring classroom should be asked to keep an eye on the class until cover staff arrive. In the event of a teacher not appearing at the start of a class the same arrangement should apply and a nearby teacher should advise the school office by phone.

#### Visitors

All visitors to the school are required to sign in and inform the office staff who they are seeing, where they will be, and when they leave to sign out. Visitors are required to wear a visitor's badge.

All staff should check strangers on the premises and notify the school office if there is a concern.

## **5. BOARDING**

Boarders are supervised by the members of the Boarding team. With reference to NMS 20 the staff supervising boarders outside teaching time must be sufficient in number, training and experience for the age, number and needs of boarders, and the locations and activities involved.

As suggested in B125 (ISI Handbook for the Inspection of Schools- the Regulatory Requirements September 2022, p. 179) "It is difficult to specify the number of staff needed in a particular situation... Previous DfE guidance has advised staff: pupil ratios for organised trips away from the school site of one member of staff per 10 to 15 boarders aged 8 to 10, one member of staff per 15 to 20 boarders aged 11 and over, increased to one per 10 boarders for trips abroad or overnight stays."

We have at least three members of staff, plus a Night Matron, on duty each night with a current maximum of 36 boarders per night. The boarding house can accommodate up to 23 boys and 19 girls each night. With NMS 15 requiring an adult to be present in a house, we always have a member of staff, usually the Night Matron (and also the Housemaster) in the boarding house at all times to ensure the health, safety and welfare of the boarders present. Boarders can contact this person at any time.

The Housemaster or Headmaster is always on site and the Matron is available at all times. The House tutor on duty on a given night supervises supper and activities until staggered bedtimes begin at 8.30pm. The Housemaster and Matron are on duty after 9.30pm and they sleep in self-contained flats in the Boarding House. The Housemaster also supervises the morning wake up and breakfast with the 'Gap' students. 'Gap' students are never left in sole charge of the boarders except in occasional circumstances, e.g. a small group of pupils playing board games in the library. An experienced staff member would be nearby.<sup>2</sup>

## 6. MISSING PUPIL

In the event that a pupil is thought to be missing, the school office must be notified immediately. Office staff will notify the Headmaster and matron and the missing pupil procedure (see Appendix 2) will come into effect. A copy of this can be found in the office and in the staff room.

Timeline for Missing Child (taken from guidance in Missing Child Procedure in Appendix 2):

Time	Action to be taken
At first suspicion	<ol style="list-style-type: none"> <li>1. Member of staff to inform SMT.</li> <li>2. Senior member of staff interviews children to ascertain details.</li> <li>3. Organise search of the school by Areas 1-5.<sup>3</sup></li> </ol>
Within 15 minutes	<ol style="list-style-type: none"> <li>1. report back to SMT</li> <li>2. SMT to phone child's home if within 5 miles.</li> </ol>

<sup>2</sup> B126 (ISI Handbook for the Inspection of Schools, the Regulatory Requirements September 2022, p.179) "School leaver 'gap' assistants should not be left in sole charge of boarders, on grounds of age and experience."

<sup>3</sup> Ensure all search parties and cars are equipped with mobile phones and torches if a child disappears at night.

After no more than 20 minutes after first suspicion (and if search is unproductive)	<ol style="list-style-type: none"> <li>1. Alert the Police by dialling 999 with description of the child.</li> <li>2. SMT to organise mobile search parties, as per procedure (see Appendix 2), with 2 cars.</li> </ol>
After further 30 minutes	If search is still unproductive, alert the parents.

This same procedure applies for Boarders and Day Pupils whilst on school premises. Boarders are treated the same as day pupils throughout the day until 6pm when the boarding routine takes over<sup>4</sup>. See below for Missing Boarder Procedure (NMS 20.6), as found in the Boarding Handbook:

A register is taken every evening to make sure that every boarder is accounted for. If at any stage a boarder is found to be unexpectedly missing, the following procedures will be applied:

- Checks will be made by the member of staff on duty
- The pupil's friends will be consulted without causing alarm
- If the pupil remains unaccounted for, the Headmaster/Housemaster will be alerted
- A search of the school grounds will be co-ordinated by the Head and boarding staff
- On the Head's command inform the police
- The Head will decide when to inform the parents of the missing child
- Police will require details such as age, address, height, distinguishing features and clothing. A photograph should also be provided

#### **Actions to be followed by staff once the child is found:**

- Talk to, take care of and, if necessary, comfort the child
- Speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing
- The Headmaster will speak to the parents to discuss events and give an account of the incident
- The Headmaster will promise a full investigation (if appropriate involving Social Services/ Local Children Safeguarding Board)
- Media queries should be referred to the Headmaster
- The investigation should involve all concerned providing written statements
- The report should be detailed covering: time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, the purpose of the outing, the length of time that the child was missing and how s/he appeared to have gone missing, lessons for the future

<sup>4</sup> B128 (ISI Handbook for the Inspection of Schools, the Regulatory Requirements September 2022 p.180) "The school's policy for identifying and finding boarders who are missing should set out reasonable and effective steps to be followed by staff. It should, for example, distinguish between boarders who are absent from a day-time roll call, and those missing at night, or who fail to return from 'leave out' at the appointed time."

## 7. CHILD NOT COLLECTED

If a child is not collected, the procedure to be followed is posted in the school office and on notice boards around the school. Should the child fail to be collected by 6pm, the school will contact the person named as an emergency contact on the child's file in order to make alternative arrangements for their collection. Failing this, the child will be looked after by the boarding team. See Appendix 3 for more details.

## 8. SCHOOL VISITS

Educational visits are an integral part of a child's education at Dorset House and, as such, they are strongly encouraged. Any outing represents a potential safety risk and the advice below should be followed in order to ensure staff and pupils on educational visits are as safe as possible. Full details are in the school's Health and Safety Policy. When children are taken from school on organised visits the same duty of care arising from being "in loco parentis" exists whether or not the visit is undertaken voluntarily and out of normal school hours. It covers the duration of the whole visit and should include arrangements for the collection of the children at the end of the visit. Staff accompanying children on a school visit, should always have access to a mobile telephone.

Good planning is essential if the trip is to be successful. Groups of young people when away from the usual learning situation will easily turn their attention to non-learning activities; this is more so when the trip is abroad or involves a long journey. Before leaving school, children should be briefed on the behaviour expected of them. Experience suggests that children behave well when they are given clear instructions but may take advantage of uncertainty! Make sure that the times and places for any rendezvous are clearly understood, and that the boundaries and limits for the pupils are made clear. Managing all the members of the group, achieving the objectives of the trip, making sure that everyone takes full part, maintaining discipline and ensuring the safety of all involved is a full-time responsibility. Pre-planning and detailed preparation are essential for a successful trip. In this document it is assumed that the visit is for education purposes, although a number of the points apply when the trip is purely a "holiday" for the pupils.

<b>PLANNING</b>	<p>The purpose of the trip should be made clear to all concerned. It will be necessary to ensure that the destination is suitable; reconnaissance where practical is essential. Repeat visits to the same destination with different groups make the task of organisation much less onerous. A balanced itinerary which pleases all those involved is a good way to ensure a successful visit.</p> <p>Staff organising an educational visit must seek the approval of the EVC and the Headmaster for the visit.</p>
<b>RISK ASSESSMENT</b>	<p>Every member of staff taking a group of children on a trip – of whatever duration – should complete a Risk Assessment Form</p>



	and these are overseen by the Bursar (see Appendix 2 of the Health and Safety policy). Risk assessments must be completed or provided by the place being visited and all staff at the destination must be DBS checked if they are to have unsupervised contact with pupils.
<b>SUGGESTED STAFFING RATIOS</b>	<p>All trips are risk assessed and ratios considered in conjunction with Health and Safety requirements for schools.</p> <ul style="list-style-type: none"> <li>• 1 : 10 for trips abroad, min two staff (touring may mean need for at least three staff).</li> <li>• 1 : 6 children under eight, although in Key Stage One and Early Years, ratios should be decided on as part of the risk assessment and 1 : 3 or 4 may be considered necessary depending upon the destination and nature of the visit (and Under 5s).</li> <li>• 1 : 15 children aged eight to twelve.</li> <li>• 1 : 20 children over twelve.</li> <li>• All trips with children under twelve must have a female member of staff/ adult.</li> </ul>
<b>PERMISSION</b>	<p>For all trips, it is important to brief the students and parents/carers well in advance and to explain fully the reasons for the visit and the proposed itinerary, the cost and obtain their permission (parents must send a completed permission slip to the School Office.) With the exception of EYFS (Reception), written consent from parents is <b>not required</b> for pupils to take part in the majority of off-site activities organised by the school as most activities take place during school hours and are a normal part of the pupils' education at the school (however, for activities that involve an extra charge to parents we will ask for consent and / or provide parents with an option to opt-out). Parents should be told where their child will be at all times and of any extra safety measures taken; Dorset House's school calendar provides details of all visits and trips and any parents are notified of any not in the calendar by email.</p>
<b>PREPARATION</b>	<p>Before setting off, it is vital that certain areas are considered. These are encompassed within the Risk Assessment form but for the avoidance of doubt, it is vital that the following are covered:</p> <ul style="list-style-type: none"> <li>• First Aid – an up-to-date First Aid kit must be carried for all trips</li> <li>• The staff to pupil ratios must be correct</li> <li>• All staff accompanying the children must have been suitably vetted. This is particularly important where an overnight stay is involved as in this instance, staff must hold a current DBS</li> <li>• Pupils must have been properly prepared and in particular, any special or medical needs noted and</li> </ul>

	<p>catered for</p> <ul style="list-style-type: none"> <li>• Transport must be carefully planned well in advance with minibuses booked via the Office or, for larger trips, coaches or other transport booked with reputable companies known to the school. Where private cars are to be used, the parents are informed of the mode of transport and who the driver is. They must sign a consent form/letter to say that they agree to their son/daughter travelling in the car of a member of staff. Please refer to the Risk Assessment Form for all details relating to Transport.</li> <li>• School insurance will cover most trips. If your trip involves any activity out of the ordinary, it is crucial that you check via the Bursar's office, that the school insurance covers the activities. If unsure at all please ask. Everyone taking part in the trip/visit must have the correct insurance</li> <li>• Emergency Procedures – Contact details for the Headmaster and members of SMT can be found on the <i>Checklist and Essential Information</i> section of the Risk Assessment Form. Contact details for all pupils and permission for emergency medical treatment if the parents cannot be contacted, should always be noted.</li> </ul>
<b>EVALUATION</b>	<p>Evaluation for trips and visits is continuous, ie. after each visit particularly where problems have occurred, trying to ensure that such problems do not recur. Any accidents or near misses MUST be reported to the Bursar.</p>

## Appendix 1: Staff Duty Rota for 2024-25

### Pre-Prep Duty Timetable:

Woods	Monday	Tuesday	Wednesday	Thursday	Friday
10.30 – 11.00	LJ	RM/ EK bark chips	RM	ET/ JT bark chips	LJ/JO
12.20 – 1.00	EK	BA	RM	KM	JW
12.30 – 1.00	SW	SM	KB	EK	AF
11.45 - 1.00	LJ	LJ	LJ	LJ	LJ

Dining Room	Mon	Tues	Weds	Thurs	Fri
Reception	EK	KM	KM	KM	KM
Year 1	BA	EK	BA	BA	BA
Year 2	SM	SM	SM	ET	ET
Year 3	SW	RM	KB	SW	RM
Year 4	JW	JW	JW	JW	JW

ASC	Monday	Tuesday	Wednesday	Thursday	Friday
3.30 – 4.30 (R,1,2 Hub)	BA	LJ	JT	EK	KM/ET
4.30 – 5.30 (R,1,2 Hub)	SM	RM	KB	JW	KM/ET

# **Prep Duty Timetable:**

DAY	MON	TUE	WED	THUR	FRI
10.30 Milk Break	KW - Wildbrooks RW - Pitches JM - Woods	JMT - Wildbrooks AB - Pitches JTM - Woods	KJ - Wildbrooks AB - Pitches LH - Woods	LH - Wildbrooks GW - Pitches RW - Woods	JMT - Wildbrooks JM - Pitches LH - Woods
Lunch Tables	AA/CH	AA/CH	MRT	PG/CH	PG
13.30 Lunch Break	LH - Woods RBH - Pitches SA - Wildbrooks	GW - Woods LH- Pitches JMT - Wildbrooks	LH – Woods/Pitches RBH – Wildbrooks	SA – Woods LG - Pitches LH – Wildbrooks	RW – Woods RBH - Pitches LH – Wildbrooks
16.00	LH	LH	n/a	LH	LH
<u>Prep</u>	Maths French (5-6)	Latin Science (5-6)	3.30 - 4.30 RBH	RS History (5-6)	English Geography (5-6)
Staff on Prep	5 AB 6 GW 7 LH 8 LG	5 JTM 6 GW 7&8 JMT/PG	4.30 - 5pm LH 5 - 6pm JTM/Gaps	5 PG 6 RW 7 LH 8 LG	Form teachers dismiss their classes from the gate between 5 - 5.30pm.
Yr4/ 5 Boarders supervision by Gap @ 5:30pm	PG	Gaps	Gaps	Gaps	

## Appendix 2

### DORSET HOUSE SCHOOL - MISSING CHILD PROCEDURE

In order to minimise the possibility of a child getting lost, all staff need to be vigilant in maintaining a check on the children in their care. This means that in addition to the keeping of attendance registers, a headcount after break time and at the beginning of lessons should automatically take place. This will ensure that if a child should go missing, the loss is quickly discovered.

With due regard to boarding:

Registers are taken at the start of all evening meals by the staff on duty and another register is taken after evening activities. Duty staff and house parents communicate regarding any anomalies to ensure that all children are accounted for.

In the event of a missing child, the loss should be immediately reported to the Head or a senior member of staff who will then direct the course of action.

This will include any or all of the following:

1. Alert other members of staff and deploy appropriately whilst maintaining adequate supervision of the remaining children.
2. Question children.
3. Conduct thorough search of the buildings and outdoor area:

**Area 1:** Playing fields, woods, Pavilion and Staff car park

**Area 2:** Wildbrooks teaching block (+ changing rooms), Art + DT and Learning Support room

**Area 3:** Swimming pool, Barn and river bank area

**Area 4:** Champions building (all rooms, incl. bathrooms and W.Cs), Reception play area, Nursery and Astroturf.

**Area 5:** The Manor (all rooms, incl. dining room, kitchen, bathrooms and W.Cs) and the walled garden.

4. If the child has not been found within 15 minutes, parents should be contacted and possibly also the police.
5. Continue to search involving as many adults as possible, opening up the area and keeping in touch by mobile telephone and using cars if necessary:

**Car 1:** Down the drive turn right and proceed along Church Lane. Turn Left at crossroads and drive the length of the Houghton Lane. At the T-Junction turn left towards Houghton Bridge.

**Car 2:** Down the drive, turn right proceeding along Church Lane. Turn right at crossroads and proceed along the Street and Bury Hollow until road meets the A.29

#### **On finding the missing child:**

1. Alert the Head or senior member of staff involved.
2. Inform all other persons who were deployed to help search.



3. The child should be taken to a safe and appropriate place to discuss with the Head/a senior member of staff the reasons for their actions.
4. In a disciplinary situation the school's Behaviour and Discipline Policy would be followed, including communication with parents by the Head.
5. In an emotionally driven situation the child would be counselled and supported in a safe and appropriate place by a member of staff known and familiar with the individual (form tutor, boarding staff, matron, SENCO etc.). Communication with parents by the Head would follow.
6. In the situation where a child is found by the police or outside agencies the Head or senior member for staff would keep in constant communication and follow their advice regarding further actions.
7. Written records of all missing child incidents are made by the Head or senior member of staff and kept within confidential pupil files. All staff would be made aware of a situation.

## Appendix 3

### CHILD NOT COLLECTED PROCEDURE

If a child is not collected at the end of the school day, the child remains the responsibility of the class teacher until arrangements have been made. The school office will advise the class teacher or relevant person when a parent informs the school they are running late and/or their child is to be collected by someone else.

Each instance is different and staff need to act on initiative but the following procedure is likely to be “best practice”.

- Allow a 10 minute lee way for normal delay or lateness.
- After 10-15 minutes, call parents or “collecting person”. Should there be no response refer to emergency contacts.
- Responsibility for the child may be passed over to After-School Care staff or to a colleague if necessary or appropriate. In Years 5-8 pupils should be sent to the Deputy Head to be collected at the end of the school day (6pm).
- The child should not be left alone and should be reassured that the situation will be resolved.
- Under no circumstances should a child be allowed to go with other parents without the consent of the child’s own parent or the Head.
- The Deputy Head should be kept informed of the situation.
- In situations where it is not possible to contact parents/carers, the Deputy Head will contact Social Services at a time she deems to be appropriate.
- In the event of a child not being collected after 6pm they will be handed over to the boarding team in the Manor.

### **Late Collection from After School Activities**

Those in charge of after-school activities have the responsibility to ensure that the pupils in their care are safely collected at the end of the session. In the event of a child not being collected, the “activity leader” will stay with the child for 10-15 minutes to allow for normal delay or lateness. After this time, the activity leader will contact the School Office or Deputy Head, as appropriate. A member of staff will then take responsibility and follow the late collection procedure above.