



# **TRACKING STUDENTS POLICY SAFEGUARDING CHILDREN**

**Reviewed: December 2010**  
**Date of next review December 2011**

## Tracking Students, Safeguarding Children

School staff are responsible for the safety/health and wellbeing of students at all times they are in our care. Therefore it is also a responsibility of all staff to take action if students are missing from their expected whereabouts.

School staff are therefore responsible for the whereabouts of students.

- from when they arrive in school to when they leave school
- trips/visits during the school day/after school
- during extra curricular activities – in school/off site/competitions/matches
- during residential
- any other time that students are in the care of teachers

### 1. Arrival/Departure from school

- Staff will be on duty at the gate and the playground.
- Students may attend staff supervised clubs/activities before school/after school.
- Registers must be kept.
- A.M. registration /P5 registration is a **legal responsibility**.  
Tutors must register a.m. by 9.00 a.m. using eportal, in case of technical difficulty the problem must immediately be reported to the Helpdesk and Student Services.  
Tutors must have paper registers to mark/send to Student Services.
- Students arriving after 8.50 a.m. will be registered later. Students will receive a late slip for their Tutor/Subject teacher.
- After 9.20 a.m. Reception Staff will sign students in, issue late slips and inform Student Services immediately to appropriately update the register.
- Text messages are sent every day before 10.00 a.m. to parents of absent students if we have no reason for absence. When replies received Attendance staff will amend/code the register according to the response to the text message.
- Letters/home visits will be made if no response received to text messages.
- Subject Teachers **MUST** take a register every lesson and **FOLLOW UP ABSENT STUDENTS MARKED PRESENT** in earlier registration lessons.

### Passwords

To protect children's confidentiality any person contacting school via Reception/Student Services requesting information or contact with any child will be required to give the PASSWORD private to that parent/carer/guardian. This is to ensure no person can have unauthorised information or contact with our children. If any adult in school has concerns about possible unauthorised persons requesting access or information about children they must contact Reception or Student Services immediately

**ALL STAFF WHO TAKE /KEEP CHILDREN OUT OF TIMETABLES LESSONS MUST INFORM SUBJECT TEACHERS OF THEIR WHEREABOUTS.**

### 2. Trips/Visits during the school day

- Staff must adhere to the Educational Visits policy and give Student Services a list of students/staff who have gone on the visit.
- Give mobile numbers of staff on visit to Reception so that staff can be contacted re any queries re students.

After school

- Evening Trips - staff must give a list of students/staff going on visit to Deputy Head/Head Teacher and mobile numbers of all staff in case of emergency. Trip staff must take Deputy Head/Head Teacher's mobile number in case of emergency.

### **3. Extra-curricular activities – a.m. /p.m.**

- A central register of Extra curricular activities must be kept.
- Staff MUST notify **Reception** of days/times of extra curricular activities and give contactable mobile numbers. Students being taken off site during /after school for practices, matches, competitions etc. MUST send a list to Students Services with student they have taken and staff emergency mobile numbers.
- Staff MUST notify Reception every time an extra-curricular activity is cancelled.

#### **Please note**

Parents regularly phone school after 4.00 p.m. because their child has not arrived home – accurate registers/cancelled clubs/current staff mobile numbers are therefore essential.

### **4. Residential**

- The Educational Visits policy must be followed.