

# COGNITA



## **Pupil Supervision and Lost & Missing Children Policy**

**September 2018**

### 1 Introduction

1.1. 1.1 Oxford House takes seriously its responsibility to ensure that pupils are supervised properly at all times to ensure their safety while on school premises or on out of school visits. Staff who supervise are mindful of our Safeguarding and Child Protection Policy, Anti Bullying Policy and our health and safety requirements. This policy applies to all year groups. No child leaves our supervision and care without an appropriate adult. In order to achieve this aim, we operate the following procedures at our school:

- Pupils are escorted onto the premises by parents/carer at all times. In some circumstances written permission is given for pupils to arrive and leave the school premises un escorted
- At home time there is always a member of staff on duty to supervise the handover personally
- The side door and gate are both on an automated time lock
- CCTV monitors are situated around the school
- All visitors to the school must sign in and lanyards worn
- Parents of pupils arriving late or leaving early are required to sign the register record book
- Registers are taken by the class teacher and any unexplained absences are followed up

1.3 This policy applies to all children, including those in the early years.

### 2 Working Day

2.1 The school day is as follows:

Age range	Timings
2.5 to 11	08:30 doors open for pupils arriving and close at 09:00 for start of school lessons
2.5 to 7	10:30-11:00 Break Time
7 to 11	11:00-11:30 Break Time
3 to 7	12:00-1:00 Lunch and Break
7-11	12:30-1:30 Lunch and Break
3-5	15:00 End of day
5-7	15:10 End of day
7-9	15:30 End of day
9-11	15:40 End of day

### 3 Start of Day Arrangements

3.1 When pupils arrive at school they are expected to go to their classrooms, complete morning activities and settle. The teachers are in their classrooms and are responsible for the children from this time. Registration takes place at 8:50am.

3.2 Before school, the following supervision arrangements are in place:

- 07:45 Breakfast Club starts
- Staffing appropriate for age ratios
- Pupils attending Breakfast Club will (some accompanied depending on age of child) go to their classes at 8:30 when the main doors open.

### 4 Break Time Arrangements

4.1 During break, the following arrangements are in place:

- Staffing appropriate to age ratios

- Pupils are not allowed on to the playground without an adult responsible for supervision present
- Designated zones for staff supervising to oversee whole playground
- Forms are responsible for bringing out their equipment
- Any First Aid which can be dealt with on the playground is administered and form completed; for more severe accidents such as a bump to the head, pupils are brought into Reception whereby first aid is administered.
- A bell is rung at the end of break time; pupils stand, wait for the second bell and then line up ready to be sent into school
- School gate is securely locked and on a timer

### **5 Lunch Time Arrangements**

- 5.1 During lunch, the following arrangements are in place:
- Staffing adequate for pupil ratios
  - Nursery pupils have their lunches served on the tables
  - Reception pupils to Form VI collect their pre-ordered lunches, select any salad from the salad bar and go into the hall.
  - Pupils remain in the hall until the end of their timetabled session then dismissed to go out to break.
  - Playtime break supervision and structure resumes as before.
  - A register is taken in the afternoon before lessons commence.
  - No pupils leave the building for lunch

### **6 End of School Day Arrangements**

- 6.1 Pupils are expected to leave the premises by 16:00 unless they are attending an after school activity. No pupils may be in any other area of the school site unless under the direct supervision of an authorised adult.

### **7 Non-Collection Arrangements at End of Formal School Day**

- 7.1 If a pupil is not collected from school by 16:00 they should remain with the member of staff supervising them. The member of staff will notify the office/member of the SLT.
- 7.2 The following procedure will be followed when a pupil is not collected:
- Parents/Carers contacted
  - Establish reason for late collection and estimated time of arrival
  - If no contact can be made (just answer phone messages) a member of staff will continue to make contact and work down the contacts supplied on the admissions form using Sims.
  - The child will not be allowed to go home with another parent/ adult without consent of the child's parent / carer.
  - They will be supervised in school by at least 2 members of staff whilst waiting to be collected.
  - If NO contact can be made and the child has still not been collected by 6:00pm Social Services will be notified.

### **8 After School Activities**

- 8.1 When attending an after-school activity, pupils are supervised by authorised adults. The adult is responsible for taking a register at the activity.
- 8.2 No pupil should leave without the authorisation of the adult leading the activity
- 8.3 The following procedure will be followed when a pupil is not collected:
- Parents/Carers contacted

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- Establish reason for late collection and estimated time of arrival
- If no contact can be made (just answer phone messages) a member of staff will continue to make contact and work down the contacts supplied on the admissions form using Sims.
- The child will not be allowed to go home with another parent/ adult without consent of the child's parent / carer.
- They will be supervised in school by at least 2 members of staff whilst waiting to be collected.
- If NO contact can be made and the child has still not been collected by 6:00pm Social Services will be notified.

### **9 Sporting Fixtures**

- 9.1 PE staff supervise students when at fixtures.
- 9.2 Parents are always informed of the start and collection times.
- 9.3 No pupil should leave without the authorisation of the adult leading the activity.
- 9.4 The following procedure will be followed when a pupil is not collected:
- Staff make contact with the school to ensure no messages have been received and inform school
  - Parents/Carers contacted
  - Establish reason for late collection and estimated time of arrival
  - If no contact can be made (just answer phone messages) a member of staff will continue to make contact and work down the contacts supplied on the admissions form using Sims.
  - The child will not be allowed to go home with another parent/ adult without consent of the child's parent / carer.
  - They will be supervised in the location by at least 2 members of staff whilst waiting to be collected
  - Continuous communication between the member of staff and school is crucial and a member of staff will remain at the school to monitor the phones until the pupil has been collected safely
  - All other timetabled sporting activities as part of the curriculum include pupils being transported back to school.

### **10 Travel to and from School on Buses**

- 10.1 Parents are responsible for ensuring that their children travel safely to and from school. Pupils are not supervised by school staff when travelling on buses and they are expected to behave responsibly and to follow the driver's instructions. This includes wearing a seat belt at all times.
- 10.2 The Headteacher reserves the right to prohibit a specific pupil from travelling on school sponsored transport if their behaviour does not meet the required standard.

### **11 Leaving the Site during the School Day**

- 11.1 It is expected that all pupils will be on site for the entire day unless they have specific permission to leave. Our Nursery 1 pupils are only here for the morning and finish at noon. Any pupil leaving during the school day must be collected by the parent / carer / authorised person and sign the register record book.

### **12 Supervision Duties**

- 12.1 All members of the staff are expected to take their share of break and lunchtime supervisory duties. For more information on staff duties, please see the duty rota.

13.2 All classes will be supervised by the relevant teacher and in certain subjects, for example food, art and science; the teacher may be supported by a Teaching Assistant.

### **13 Supervision during PE Lessons, including Changing Arrangements**

14.1 PE lessons are supervised by members of the teaching staff. When pupils are changing or showering, teachers must be mindful of both their responsibility for appropriate supervision and the need for a pupil's privacy, with due regard for the Safeguarding and Child Protection Policy.

### **14 Medical Support**

15.1 There are a number of qualified First Aiders on site from 7:00 to 17:00 every day. They are available to administer first aid, to help if someone is ill or injured, and to deal with any accidents or emergencies. Deanne Stokes is our First Aid Co-Ordinator and on site 08:00-16:00 every day. A pupil who feels unwell during the day should report to Reception.

### **15 Supervision in Remote Locations**

16.1 Some potentially dangerous areas of the school are out of bounds to unsupervised pupils. These include maintenance, catering and caretaking areas of the school.

### 16 **Lost or Missing Children**

16.1 In the instance that a child is lost or missing whilst on the school site we will follow the following procedure:

- If a teacher suspects that a child is missing from a lesson or activity, they will contact the nearest member of SLT and school office immediately.
- All remaining children will be kept safe in a secure place with adequate adult supervision, including assistance from other school staff if necessary.
- A full headcount will be taken by the teacher-in-charge and matched against the register; usually the class teacher or nominated person.
- A senior member of staff will make a thorough search of the building and/or site and immediate surroundings including storage areas and toilets. A thorough check of all exits will be made, to ensure all gates/doors are locked and there is no other way a pupil could have left the site. If something is discovered, the SLT member must be immediately informed.
- The following list held in the school office will be checked: attendance register, off site records, and other school clubs.
- If the child is not found after this initial search and/or approximately 10 minutes from the initial report of them deemed missing, the school office will inform the Headteacher and Assistant Director of Education (Cognita Head Office), including where a child is found wandering or at risk of being lost or missing. The designated safeguarding officer in school will be notified immediately and they will ensure that the parents have been informed by the responsible teacher. The Headteacher, or SLT member in the absence of the Head, will decide at which point the police will be called.
- All relevant emergency contacts for children will be used to inform parent/carer(s) accordingly. However, until such time as the child is safely returned to the care of the parent/carer(s), the Headteacher remains responsible for the care and welfare of the child, including off-site.
- As soon as is practicable, the Serious Incident Reporting Form (SIRF) will be completed by the Headteacher and sent to the PA to the Head of Facilities. The visit leader (off site) or responsible form/class teacher will make a contemporaneous record to provide full details of the incident in the school's incident report book. A note will also be made on the school's attendance register accordingly.
- Near misses will also be recorded and reported to the Assistant Director of Education and details fully provided in writing to the school's H&S committee, this will also be reviewed in the Safeguarding Audit Review. This Report must outline the steps being taken to avoid any repeat incident, communication with parents and actions to be taken following the risk assessment process to mitigate future risk. Any relevant policy and procedure must be reviewed by the school and submitted to UK compliance committee for approval, via Head of Education Compliance.
- All incidents will be reported to the Head of Facilities, Head Office, for the attention of our insurers, as appropriate. Staff must try to remember and write down a description of what the child was wearing and any distinguishing features.
- If a missing child has any special medical or learning needs then these need to be noted to be disclosed to the police or other agencies.
- A thorough search of the premises should continue until the child is found.

- 16.2 In the instance that a child is thought to be lost or missing on whilst off-site we will follow the following procedure:
- The visit leader must ensure the safety of remaining pupils. At least two adults must stay with them.
  - One or more adults should immediately start to search for the child.
  - If the child is not found within 5 minutes, the visit leader must then contact the police by telephoning 999 (within the UK or similar equivalent number if overseas).
  - The visit leader should alert the school office, or in the case of out-of-hours, the nominated school contact for the trip, that the police have been contacted. The school will make arrangements to notify the parents accordingly. The remaining procedures outlined above in section 16 will then be followed.

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<b>Ownership and consultation</b>	
Document sponsor (role)	Director of Education
Document author (name)	Alison Barnett, Safeguarding Adviser
Consultation – April 2017	Heads at: Breaside Prep, Salcombe Prep, Meoncross, Polam and Southbank Hampstead. Assistant Directors of Education: Robin Davies and Danuta Tomasz.

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<b>Related documentation</b>	
Related documentation	Independent School Standards British Schools Overseas Standards