

COGNITA



Pupil Supervision and Lost & Missing Children Policy

September 2018

UK

Pupil Supervision Policy

1 Introduction

- 1.1 Hendon Preparatory School 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.
- 1.2 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
Nursery and Pre-School	8:30am to 3:30pm
Pre-Prep (Reception, Year 1 and Year 2)	8:30am to 3:30pm
Prep: Years 3 & 4	8:30am to 3:50pm
Years 5 to 8	8:30am to 4:00pm

3 Start of Day Arrangements

- 3.1 When pupils arrive at school they are expected to go to the playground from 8:15am, where members of staff are on duty. Form tutors collect their classes at 8:30am and take them into the school building for registration.

Children in the Reception class go to the Reception playground where a teacher is on duty. They are taken into their classroom at 8:30am for registration.

Children in the Nursery and Pre-School classes should be taken straight to their classrooms, where teaching staff are positioned to welcome them.

- 3.2 Before school, the following supervision arrangements are in place:
T-Zone is open for breakfast club from 7:30am. <insert>.

4 Break Time Arrangements

- 4.1 During break, the following arrangements are in place:
<insert – make clear if arrangements are different for age groups>.
- 4.2 During break, the following supervision arrangements are in place:
- 4.3 Two members of staff are on duty in the playground. At the end of break, teachers proceed to the playground to escort children to their classrooms.

5 Lunch Time Arrangements

- 5.1 During lunch, the following arrangements are in place <insert – make clear if arrangements are different for age groups>.
- 5.2 During lunch, the following supervision arrangements are in place: <insert>.

6 End of School Day Arrangements

- 6.1 Pupils are expected to leave the premises by <insert> 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 <insert>, they should attend the after school supervision, which is available until 5pm. If a pupil has not been collected by 5pm, they will join the T-Zone supervision, which is available until 6pm.
- 7.2 The following procedure will be followed when a pupil is not collected: <insert>.

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: <insert>.

9 Sporting Fixtures

- 9.1 PE staff supervise students when at fixtures.
- 9.2 Parents are always informed of the finish 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: <insert>.

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. <amend if you have different arrangements for specific year groups>

12 Specific Arrangements for Sixth Form

- 12.1 <insert>

13 Supervision Duties

- 13.1 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 technician.

14 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.

15 Medical Support

15.1 There is a qualified welfare officer on duty from <insert> to <insert> 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. A pupil who feels unwell during the day should report to <insert>.

16 Supervision in Remote Locations

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

17 Lost or Missing Children

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

17.2 In the instance that a child is thought to be lost or missing on whilst off-site we will follow the following procedure:
<insert>

Pupil Supervision Policy

Ownership and consultation	
Document sponsor (role)	Director of Education
Document author (name)	Alison Barnett, Safeguarding Adviser
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Related documentation	
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