

# COGNITA



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

**September 2018**

**UK**

## Pupil Supervision Policy

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### 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:  
Breakfast club is open from 7:30am.

### 4 Break Time Arrangements

- 4.1 During break, the following supervision arrangements are in place:  
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 supervision arrangements are in place:  
Two members of staff are on duty in the playground.  
Teachers are in the hall while children are eating their lunch.  
At the end of lunch break, teachers proceed to the playground to escort children to their classrooms.

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

- 6.1 Pupils are expected to leave the premises at the end of the school day 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 the end of the school day, they should attend the free of charge 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. There is a charge for this.
- 7.2 The following procedure will be followed when a pupil is not collected:  
The school office will contact the child's parent or carer and the child will be placed into after school supervision.

### **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:  
The school office will contact the child's parent or carer and the child will be placed into after school supervision.

### **9 Sporting Fixtures**

- 9.1 PE staff and school teaching 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:  
The school office will contact the child's parent or carer and the child will be returned to school (if the match is away) and placed into after school supervision.

### **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 Headmaster 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.

### **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.
- 12.2 All classes will be supervised by the relevant teacher.

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

- 13.1 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**

- 14.1 There is a qualified first aider on duty from 7:30am to 6:00pm 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 their class teacher.

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

- 15.1 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.

### **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 Headmaster 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 Headmaster, 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 Headmaster 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 safeguarding governance committee (SGC). 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 will then be followed.

### 17 Following the Incident

17.1 It is in everyone's interest to resolve what has happened as quickly as possible, consistent with a fair and thorough investigation.

17.2 The written findings of the investigation must be reported by the Headmaster to Cognita Head Office within 48 hours of the occurrence of the incident.

17.3 Where the child is under two years of age, Ofsted must be informed of the incident under our separate registration arrangements. Local authority children's social care should also be informed of any missing child in the early years, and our usual local authority safeguarding and child protection arrangements followed.

17.4 All relevant policies and procedures will immediately be reviewed and revisions presented formally to the Assistant Director of Education for approval within 5 working days.

17.5 The parent/carer(s) will be involved at all times.

17.6 Following receipt of our investigative report, the Director of Education will report his conclusions as to the next steps to further safeguard and promote the welfare of children in the care of the school to the UK compliance committee.

17.7 Where the parent/carer(s) remain concerned despite reassurances informally by the school, they may choose to use the school's complaints procedure accordingly.

## Pupil Supervision Policy

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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.

<b>Audience</b>	
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Spain	Yes

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