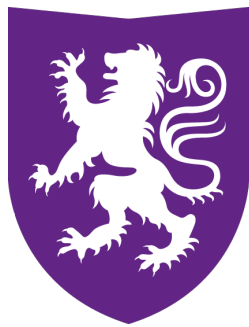


**COGNITA**



**Hendon**  
**Prep** 1873

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

**September 2021**

## Pupil Supervision and Lost & Missing Children Policy

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Contact Names	
Headteacher	Tushi Gorasia
Deputy Head & DSL	Liam Donovan
Deputy DSL	Ruth Gafson Anne-Marie Giffts-Walker
Director of Education and Chair of Governance panel	Nicola Lambros

### 1. Introduction

1.1 Hendon Prep 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
Preschool & Reception	8.30 – 3.20
Years 1& 2	8.30 – 3.30pm
Years 3-6	8.30 – 4.00pm
Morning Supervision (PS-Y6)	7.30am-8.30am
After School Supervision (PS-Y6)	3.30pm-6.00pm

### 3. Start of Day Arrangements

3.1 When pupils arrive at school they are expected to:

Preschool& Reception – enter at 8.30am unless they are in morning club and then go to their classrooms to meet their teacher.

Y1-6 – wait out on the playground until 8.30am when the bell goes – they then get taken to class by their teachers

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

Morning club is 7.30am in the Hall.

### 4. Break & Lunch Time Arrangements

4.1 During break, the following arrangements are in place - to ensure the most secure play environment for all pupils, adequate teacher supervision of mid-morning and midafternoon breaks is vital. To that end a rota for both Prep and Pre-Prep play times are displayed in the staffroom.

4.2 During lunch, the following arrangements are in place - To ensure the most secure play environment for all pupils, adequate teacher supervision of lunch breaks is vital. To that end a rota for both Prep and Pre-Prep school play grounds are displayed in the staffrooms.

#### Responsibilities of Teachers on Duty

- To be present in the area for which they are responsible and only to leave that area in exceptional circumstances.
- To patrol visibly the outdoor and cloakroom areas used by the pupil group under supervision.
- To observe pupils' activity to detect in so far as possible any individual or group action which might:
  - Be considered intimidating (bullying) –
  - Give rise to injury
  - Cause damage
- Enforcement of such rules as may apply to play areas.
- To be aware of such individuals and to challenge those whose presence on school premises is not justified.

- In the event of an accident take appropriate action.
- Ensure that the appropriate signal (bell) is given on time to indicate the end of break.
- Supervision of orderly lines until the class is collected by the class teacher.

### **Inclement Weather**

- Whenever possible breaks must be outdoor, however there will be times when poor weather will prevent that.
- The duty teacher will decide whether outside conditions merit a break being declared indoors. A message should be sent, in plenty of time, to other teachers in order for activities to be prepared for the children.
- Different decisions may apply for pupils of different ages.
- Responsible pupils from the Y6 class may be used in classes to assist in supervision but they can never be regarded as having any charge of other pupils.
- All responsibilities attaching to an outdoor playtime still apply though emphasis will differ.

### **Responsibilities of staff at the end of breaks**

- At the end of break teachers will proceed to the playground without delay to escort the children into the classrooms.

## **5 End of School Day Arrangements**

- 5.1 Pupils are expected to leave the premises by 3.30pm (Pre-Prep) or 4pm (Prep) 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.

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

- 6.1 If a pupil is not collected from Pre-Prep school by 3.35pm, they will be placed in After school care. If a pupil is not collected from the Prep school by 4.05pm, they will be placed in After school care.
- 6.2 The following procedure will be followed when a pupil is not collected: the school will contact the parent or carer; the child will be looked after at after school club until someone arrives to collect the child. This is chargeable.

## **7 After School Activities**

- 7.1 When attending an after-school activity, pupils are supervised by authorised adults. The adult is responsible for taking a register at the activity.

7.2 No pupil should leave without the authorisation of the adult leading the activity

7.3 The following procedure will be followed when a pupil is not collected: If a child is not collected from an after school activity, they are then put in the after school club and carers contacted until someone arrives to collect the child. This is chargeable.

## **8 Sporting Fixtures**

- 8.1 PE staff supervise students when at fixtures.
- 8.2 Parents are always informed of the finish times.

8.3 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: If a child is not collected from an after school activity, they are then put in the after school club and carers contacted until someone arrives to collect the child. This is chargeable.

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

9.1 It is expected that all pupils will be on site for the entire day unless they have specific permission to leave.

### **10 Supervision Duties**

10.1 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.

10.2 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.

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

11.1 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.

### **12 Medical Support**

12.1 All staff at Hendon Prep School are qualified 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 this to their class teacher first; who will then send the child to the school office.

### **13 Supervision in Remote Locations**

13.1 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.

### **14 Lost or Missing Children**

14.1 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 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.

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- 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 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 reporting system. A note will also be made on the school's attendance register accordingly.
- • Near misses will also be recorded and reported to the Director of Education and details fully provided in writing to the school's H&S Committee. 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.

14.2 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 sections 14.1 will then be followed.

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<b>Ownership and consultation</b>	
Document sponsor (role)	Group Legal Counsel
Document author (name)	Alison Barnett, Regional Safeguarding Lead
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>	
Audience	Parents of pupils at Cognita schools School staff

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Wales	Yes
Spain	Yes

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