

# COGNITA



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

**2025  
EUROPE**

### 1 Introduction

- 1.1 Hendon Prep takes seriously its responsibility to ensure that pupils are always supervised properly to ensure their safety while on school premises or on out of school visits. Staff who supervise are mindful of our safeguarding 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. If a child does not attend school as expected, then the Child Absent from Education Policy will be implemented.
- 3.2 Before school, the following supervision arrangements are in place: Morning club is 7.30am in the Hall.

### 4 Break 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 all play times is displayed in the staffroom.
- 4.2 During break, the following supervision arrangements are in place: for wet play – supervision in class.

### 5 Lunch Time Arrangements

- 5.1 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 all school playgrounds is displayed in the staffrooms.

- 5.2 During lunch, the following supervision arrangements are in place: for wet play – supervision in class.

### **Inclement Weather:**

- 5.3 Whenever possible breaks must be outdoor, however there will be times when poor weather will prevent that.
- 5.4 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.
- 5.5 Different decisions may apply for pupils of different ages.
- 5.6 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.
- 5.7 All responsibilities attaching to an outdoor playtime still apply though emphasis will differ.

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

- 6.1 Pupils are expected to leave the premises by 3:30 pm and 4:00 pm 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. Children are dismissed by their teachers from the school day to parents, carers and authorised drivers. and handover happens.

### **6.2 Collection Arrangements**

Schools will support any court orders in place, in relation to collection of children and contact arrangements. Should a parent who is due to collect their child according to the order not arrive, then the school will telephone them initially. If schools fail to make contact within 30 minutes, the school will call the other parent and request they collect their child. Should a parent, who is not due to collect their child arrive at the school with the aim of collection, then the parents will be advised to make agreed arrangements. This communication will take place off site (see Safeguarding Policy)

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

- 7.1 If a pupil is not collected from school by 3.35pm, they will be placed in After school care. If a pupil is not collected from the school by 4.05pm, they will be placed in After school care.
- 7.2 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. MASH will also be contacted in the event of non collection by 6pm.

## **8 After School Activities**

- 8.1 When attending an after-school activity, pupils are supervised by authorised adults. The adult facilitating the after-school activity is responsible for taking a register at the activity. The School Office will be notified if a child does not arrive as expected.
- 8.2 No pupil should leave without the authorisation of the adult leading the activity subject to suitable and agreed handover arrangements.
- 8.2 The following procedure will be followed when a pupil is not collected by their parents/carers at the end of the After School Activity: 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 Sporting Fixtures**

- 9.1 PE staff supervise students when at fixtures. We have a minimum of 2 staff members in case of emergencies, illnesses, or other events where one staff member has to supervise, and another has to look after an individual child.

- 9.2 Parents are always informed of the finish times and where they must collect their children.
- 9.3 No pupil should leave the sporting fixture and the supervision of the staff member without their authorisation and their handover to their parent supervised. No staff member must leave the sporting fixture without checking that all children have been safely collected; routine checks of changing areas must be conducted.
- 9.4 The following procedure will be followed when a pupil is not collected: they are then put in the after school club and carers contacted until someone arrives to collect the child. This is chargeable.

### **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.
- 10.3 Please see above section 3.3. for arrival information and 6.2 for departure information.

### **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 Specific Arrangements for Sixth Form**

### **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.
- 13.3 Pupils will never be in classrooms without a member of staff supervising them. Following a lesson: the last pupil will leave the classroom and then the supervising member of staff will check that all pupils have left before leaving the room themselves.

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

- 14.1 PE lessons are supervised by members of the teaching staff. When older 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. Staff will only enter the changing facilities where they believe **not** to do so may place a child at risk. Younger children e.g., those under aged 7 years, and those with SEND may require full supervision or support with changing, undertaken by two teachers being present.

### **15 Medical Support**

- 15.1 Most staff at Hendon Prep are qualified to administer First Aid. 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 first; who will then send the child to the school office.

### 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.

For Educational Visits – please see Educational Visits policy.

### 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:

- 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.
- 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.

- 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:
- 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 16.1 will then be followed.

### Version control:

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