

# COGNITA

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

### **September 2020**



LONG CLOSE SCHOOL

### 1 Introduction

- 1.1 Long Close 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
Early Years (2-5)	8.30am-3.30pm
Prep School (5-11)	8.30am-3.45pm
Senior School (11-16)	8.30am-3.45pm

### 3 Start of Day Arrangements

- 3.1 Pupils do not arrive simultaneously on the school premises. Time is made available for supervision of children before the start of the school day. Our responsibility begins when the children arrive at school. When pupils arrive at school they are expected to:

Early Years - dropped off directly to staff in the Early Years where pupils are registered on arrival.

Prep School – pupils that are attending pre booked clubs will make their way directly to the classrooms. All other pupils should go directly to the dining hall where pupils will be supervised until 08.30am. Pupils are registered on arrival.

Senior School – pupils that are attending pre booked clubs will make their way directly to the classrooms. All other pupils should go directly to the dining hall where pupils will be supervised until 08.30am. Pupils are registered on arrival.

- 3.2 Before school, the following supervision arrangements are in place:  
Pupils may arrive on the premises at 8.00am. Between 8.00-8.30am pupils in Nursery/Pre-School and Reception are supervised by teaching staff in Early Morning Care. Prep School and Senior School pupils that are not attending clubs during this time should make their way directly to the dining hall where they are supervised by duty staff. At 8.30am they will be dismissed from the dining hall to make their way to their form rooms.

### 4 Break Time Arrangements

- 4.1 During break, the following arrangements are in place:

Pupils are not permitted to remain in classrooms unless as part of a supervised activity. Children will play outside, provided the weather is reasonable, only entering the buildings with authorisation/permission. A minimum of two members of staff are present and assigned as on duty.

Early Years pupils are supervised in their designated area and outdoor spaces.  
Prep School and Senior School pupils are supervised in their designated outdoor space.

In inclement weather, pupils will be brought into designated indoor spaces during break time where the duty staff will supervise the pupils.

- 4.2 During break, the following supervision arrangements are in place:

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During break, pupils are supervised by both teaching staff and playground supervisors. A minimum of two members of staff will supervise the pupils. The duty member of staff will blow a whistle/ring bell at the end of break and, together with other duty members of staff, will ensure that all pupils are moved on promptly to lessons.

### **5 Lunch Time Arrangements**

5.1 During lunch, the following arrangements are in place:

During lunch, pupils will dine at the following designated slots:

Age range	Timings	Location
Early Years (2-5)	11.45-12.30pm	Early Years Setting
Prep School (5-11)	12.05-1.00pm	Dining Hall
Senior School (11-16)	1.00-1.50pm	Dining Hall

5.2 During lunch, the following supervision arrangements are in place:

Pupils are not permitted to remain in classrooms unless as part of a supervised club/activity. Pupils will utilise the grounds during lunch time, only entering the buildings with permission. They will access the dining hall as per the rota and will line up in the designated area until called by the duty members of staff who supervise the dining hall. Pupils are also supervised by duty members of staff on the playground. The duty member of staff will blow a whistle/ring bell at the end of lunch time and will ensure that all pupils are moved on promptly to lessons.

In the event of inclement weather, pupils will go to their designated classroom where they will be supervised by the duty member of staff. Any lunchtime clubs that run across the school are supervised separately.

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

6.1 Pupils are expected to leave the premises by 4.00pm 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 within 15 minutes of the end of the school day and is not signed up for an extra-curricular activity, they should be escorted to After School Care where they will be supervised by a member of staff until collection from school and a charge will be incurred. The duty member of staff will notify the School Office where parents will be called. If in Early Years, parents will be called and pupils will remain in the care of the Early Years staff.

7.2 The following procedure will be followed when a pupil is not collected:

The duty member of staff will inform the School Office where staff will check if a call has been received to explain the late collection. The School Office will call parents to ascertain reason and expected arrival time. The pupil will be placed in After School Care and a charge will be incurred. In the event of a child not being collected from After School Care at 6.00pm every effort will be made to contact the parents or carers. If no contact can be made after all available numbers efforts have been exhausted, then Slough Children's Services emergency out of hours' contact will be called at 6.30pm.

### **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 depending upon which area of the school the pupil attends:

The supervising member of staff will place the pupil in After School Care where they will wait until the parent arrives; a charge will be incurred. The supervising teacher will notify the School Office who will call parents. In the event of a child not being collected from After School Care at 6.00pm every effort will be made to contact the parents or carers. If no contact can be made after all available numbers efforts have been exhausted, then Slough Children's Services emergency out of hours' contact will be called at 6.30pm.

### **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 from a home fixture:

A member of the PE staff will escort the pupil to After School Care. The School Office will be notified and parents will be contacted to arrange safe collection. The pupil will remain supervised in After School Care as necessary and a charge will be incurred.

- 9.5 The following procedure will be followed when a pupil is not collected from an away fixture:

All pupils return to school with the accompanying staff members following an away fixture. We only allow pupils to be collected directly from an away fixture if it has been arranged in advance and written confirmation has been provided by parents. Any pupil that has not been collected at the agreed time be escorted to After School Care, where they will remain supervised until safe collection. The School Office will be notified and parents will be contacted to arrange safe collection. The pupil will remain supervised in After School Care as necessary and a charge will be incurred. In the event that pupils return to school and After School Care is finished, the member of staff in charge will remain with the pupil and inform the Office so that parents can be contacted.

### **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.

### **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 and in certain subjects, for example food, art and science; the teacher may be supported by a technician.

### **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 8am to 6pm 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 the class teacher/member of staff and then to the school office for further support. The School Office will administer first aid and notify parents if necessary for collection or further treatment.

### **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 and the wooded area behind the tennis courts.

### **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/member of staff 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.

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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 will be completed by the Headteacher and sent to Cognita's Head of Education Compliance. The Group 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 Director of Education/Education Executive and details fully provided in writing to the school's governance panel or meeting. 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 and submitted to UK compliance committee for approval, via Head of Education Compliance.

All incidents will be reported to Deryck Silk/Nadia Burn, School Support Centre, 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.

Following the incident, it is in everyone's interest to resolve what has happened as quickly as possible, consistent with a fair and thorough investigation.

The written findings of the investigation must be reported by the Headteacher to Cognita SSC within 48 hours of the occurrence of the incident.

Where the child is within the EYFS age range, Ofsted must be informed of the incident. Local Authority Children's Social Care should also be informed.

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

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

Following receipt of our investigative report, the Group 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.

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

16.2 In the instance that a child is thought to be lost or missing whilst off-site we will follow the following procedure:

The Group Leader must ensure the safety of remaining pupils.

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At least two adults must stay with them depending on numbers and what is deemed appropriate.

One or more adults should immediately start to search for the child as deemed safe.

If the child is not found within 5 minutes, the Group Leader must then contact the police by telephoning 999 (within the UK or similar equivalent number if overseas).

The Group 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.

<b>Ownership and consultation</b>	
Document sponsor (role)	Group Director of Education
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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