



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

September 2026

1 Introduction

- 1.1 Polam 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.
- 1.3 For children within the EYFS, the school complies with the statutory staffing and supervision requirements of the Early Years Foundation Stage. Staffing arrangements and deployment are organised to ensure that children are adequately supervised, statutory ratios are maintained and children's needs are met. Ratios are a minimum requirement and staff deployment will also take account of children's ages, individual needs, activities and the environment.

Responsibility for a child must be transferred through a clear and recognised handover. A child remains the responsibility of the member of staff or team supervising them until they have been handed to another authorised member of staff, parent/carer or authorised collector.

1 - Working Day

- 1.4 The school day is as follows:

Age range	Timings
1 – 4 years (Nursery)	Morning session: 8.30am – 12.30pm Afternoon Session: 12.30- 4.00pm Whole Day: 8.30 am – 4.00 pm
YR – Y2	8.30 am – 3.30 pm
Wrap Around Care	7:30 – 8:30 – Early birds and breakfast club 3:30 – 6:00 – After School Care

2 Start of Day Arrangements

- 2.1 When pupils arrive at school they are expected to

School – YR – Y2

- Children remain the responsibility of their parent/carer until they have been admitted into the school's supervision arrangements.
- Arrive in playground from 8.15 – 8.30am
- Line up in playground at 8.30 am when bell is rung
- Go to their classroom with their classteacher
- Follow their morning class routine e.g. unpacking bags, changing reading books, spellings etc
- Be ready to sit and take part in registration by 8.45 am

Nursery – Preschool (pre-school, ages 3 – 4 years)

- Children arrive at the front of the school between 8.15am and 8.30am and remain with their parent/carer until the bell is rung. Children are then handed over to the member of staff responsible for the class.
- Go to their classroom with their parent once bell is rung
- Follow their morning class routine e.g. unpacking bags, say goodbye at door (encouraged)
- Take part in registration

Nursery –Acorns, Saplings (ages 1 – 3 years)

- Arrive in classroom with their parents from 8.30am
- A clear handover takes place from the parent/carer to the child's key person or another authorised practitioner.

- Children will be registered by staff as they arrive (time in/time out register taken due to age range)

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

Breakfast Clubs are available

Early Birds 7.30 – 8.00 am

In Saplings classroom – Statutory EYFS ratios are maintained and staff are deployed effectively according to the ages, needs and number of children present.

All age ranges 1 – 7 years

Nursery Breakfast Club 8.00 – 8.30 am

Ages 1 – 3 years

Light breakfast served

Ratios maintained according to EYFS

School Breakfast Club 8.00 – 8.30 am

Ages 3 - 7 years

Light breakfast served

Statutory EYFS ratios are maintained and staff are deployed effectively according to the ages, needs and number of children present.

Before School Breakfast Club is staffed with personnel who hold relevant qualifications for nursery.

3 Break Time Arrangements

3.1 During break, the following arrangements are in place

School – YR – Y2

Eat snack in their classrooms supervised by class teacher

Playtime (15 minutes) in playground – Children are supervised during outdoor play by designated staff in accordance with the duty rota. If the planned member of staff is unavailable, appropriate cover must be arranged before children are released to the area.

3.2 During break, the following supervision arrangements are in place:

Children are supervised by Teaching Assistants outside

Teachers will supervise if TAs are unavailable

During wet play, children are supervised by the TAs within their classrooms, or the main school gym.

4 Lunch Time Arrangements

4.1 During lunch, the following arrangements are in place

Nursery –Acorns, Saplings (1 – 3 years)

Children eat in their classrooms

Nursery – Oaks (Pre-School, 3 – 4 years)

Children eat in dining room at 12:00

School – YR – Y2

YR – Y2 eat in dining room at 12:30

All children are supervised by nursery practitioners or TAs whilst eating in the lunch hall or their classrooms (nursery).

During wet play, children are supervised by the TAs within their classrooms, or the main school gym.

5 End of School Day Arrangements

- 5.1 Pupils are expected to leave the premises by 3.30 pm (School YR – Y2) and 4.00 pm (Nursery, Oaks) 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.
- 5.2 The school will comply with any relevant court orders and safeguarding arrangements of which it has been formally notified. Where there is uncertainty or disagreement regarding collection, staff will not place the child in the middle of the dispute and will seek advice from the Headteacher/DSL or another senior leader before releasing the child. The welfare and safety of the child will remain paramount.
- 5.3 Children will only be released to a parent/carer or another person authorised to collect them. Staff must be satisfied that a safe and clear handover has taken place before responsibility for the child transfers from the school. A password system is in place for unfamiliar collecting adults.

Transitions around school

Staff must actively supervise children when moving between areas of the school, including classrooms, playgrounds, dining areas, Sewell Hall, the swimming pool, CoLab, immersive rooms and other specialist spaces. Staff will use headcounts and/or registers where appropriate, particularly before leaving one area and on arrival at another. The level of supervision will reflect the children's age, stage of development and individual needs.

6 Non-Collection Arrangements at End of Formal School Day

- 6.1 If a pupil is not collected from school by 4.00 pm, they will be booked into After School Club and a call will be made by class teacher / School Secretary to ascertain why they have not been collected.
- 6.2 The following procedure will be followed when a pupil is not collected:
Initial phone call made to contact 1– to ascertain reason that child has not been collected
If not successful all contacts will be tried
If no contact has been made and child not been collected by 6.00pm (school closes) Uncollected Child Policy and procedure is followed

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. For any children not arriving as expected, the person taking the register will seek support from the admin staff responsible for managing the register list, and let the child's class teacher know. If the child is not located we will follow the procedure outlined in point 15 (**Lost or Missing Children**) of this policy.
- 7.2 No pupil should leave without the authorisation of the adult leading the activity subject to suitable and agreed handover arrangements.
- 7.3 The following procedure will be followed when a pupil is not collected:
 - Initial phone call made to contact 1– to ascertain reason that child has not been collected
 - If not successful all contacts will be tried
 - If no contact has been made and child not been collected by 6.00pm (school closes) Uncollected Child Policy and procedure is followed
- 7.4 After school, the following supervision arrangements are in place:
After School Care is available
School After School Care – 3:30 – 6:00pm
In Sewell Hall – staffed according to ratios as EYFS are present

All age ranges 1 – 7 years

Staff hold relevant qualifications for supporting in after school club.

Nursery After School Care – 4:00 – 6:00pm Ages 1 – 3 years

Light breakfast served

Ratios maintained according to EYFS

Staff hold relevant qualifications for supporting in after school club.

Between 5:00 – 6:00 nursery and school will join together for After School Care.

8 Sporting Fixtures

- 8.1 PE staff supervise students when at fixtures. 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
- 8.2 Parents are always informed of the finish times and where they must collect their children.
- 8.3 No pupil should leave the sporting fixture and the supervision of the staff member without their authorisation and their handover to their parent supervised.
- 8.4 The following procedure will be followed when a pupil is not collected
 - Phone call made to Headteacher / school to advise child has not been collected
 - Initial phone call made to contact 1 – to ascertain reason that child has not been collected
 - If not successful all contacts will be tried
 - It may be necessary to transport child back to school if appropriate transport can be arranged
 - If no contact has been made and child not been collected by 6.00pm (school closes) Uncollected Child Policy and procedure is followed

9 Travel to and from School on Buses

- 9.1 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.
- 9.2 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 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 – they will only leave with a parent / carer and will be signed out of school at the school office by whomever collects them.

11 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.

12 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.

13 Medical Support

- 14.1 There is a qualified SLT member / First Aider on duty from 8.30 am 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, Teaching Assistant or any other member of staff.

14 Supervision in Remote Locations

- 14.1 Some potentially dangerous areas of the school are out of bounds to unsupervised pupils. These include the kitchen, pool, maintenance and caretaking areas of the school.

15 Lost or Missing Children

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 Headteacher 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 exits will be made; reasonable efforts will be made to secure exits. Doors are secured and the risk of a pupil leaving the site is minimised. If something is discovered, the SLT member must be immediately informed.
- The following list held in the school office will be checked: attendance register and other school clubs.
- The designated safeguarding lead (DSL) 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.
- A thorough search of the premises should continue until the child is found. CCTV will be used apart of the search.

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

- If a teacher suspects that a child is missing from a lesson or activity, they will alert other staff who will start a search. The Trip Leader will assume lead.
- 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 staff member designated by the Trip Leader and matched against the register; usually the class teacher or nominated person.
- The Headteacher and school office will be contacted as soon as possible
- The trip Leader will organise a thorough search of the site and immediate surroundings including storage areas and toilets. A thorough check of exits will be made; reasonable efforts will be made to secure exits. Doors are secured and the risk of a pupil leaving the site is minimised. If something is discovered, the Trip Leader must be immediately informed.
- The school office will ensure that the parents are informed by the Headteacher, or SLT member in Head's absence.
- The Headteacher, or Trip Leader 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.
- A thorough search of the premises should continue until the child is found. CCTV will be used as part of the search if available.

Ownership and consultation	
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