

COGNITA

Pupil Supervision and Lost & Missing Children Policy

September 2019



Relevant Staff

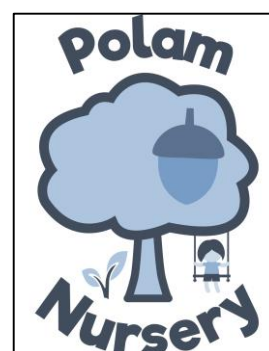
DSL: Anna Vecchio

Deputy DSL: Jessica Harris

EY DSL: Laura Bennett

Headteacher: Jessica Harris

All school staff



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.

2 Working Day

- 2.1 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 – Y4	8.30 am – 3.30 pm (free clubs available 3.30 – 4.00 pm)

3 Start of Day Arrangements

- 3.1 When pupils arrive at school they are expected to

School – YR – Y4

- 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 – Oaks (pre-school, ages 3 – 4 years)

- Arrive in playground from 8.15 – 8.30am, wait with parents
- 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 – Catkins, Acorns, Saplings (ages 1 – 3 years)

- Arrive in classroom with their parents from 8.30am
- Brief handover – parent to key person
- Children will be registered by staff as they arrive (time in/time out register taken due to age range)

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

Breakfast Clubs are available

Early Birds 7.30 – 8.00 am

In Saplings classroom – staffed according to ratios as EYFS are present

All age ranges 1 – 9 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 - 9 years

Light breakfast served

Ratios maintained for children from EYFS

4 Break Time Arrangements

4.1 During break, the following arrangements are in place

School – YR – Y4

YR – Y1

Eat snack in their classrooms supervised by class teacher

Playtime (15 minutes) in playground – supervised by their Teaching Assistants (2)

Y2 – Y4

Eat snack in their classrooms supervised by class teacher

Playtime (15 minutes) in playground – supervised by their Teaching Assistants (2)

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

Children are supervised by Teaching Assistants outside

Teachers will supervise if TAs are unavailable

5 Lunch Time Arrangements

5.1 During lunch, the following arrangements are in place

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

Children eat in their classrooms

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

Children eat in dining room with YR

School – YR

YR eat in dining room with Oaks children

School Y1 – 4

Children eat in dining room

6 End of School Day Arrangements

6.1 Pupils are expected to leave the premises by 3.30 am (School YR – Y4) and 4.00 pm (Nursery, Catkins – 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.

7 Non-Collection Arrangements at End of Formal School Day

7.1 If a pupil is not collected from school by 4.00 pm, they will be booked into After School Club “Badgers” / “Babay Badgers” and a call will be made by class teacher / School Secretary to ascertain why they have not been collected.

7.2 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

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:
- 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

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
- 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

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.

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

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 welfare officer 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

15 Supervision in Remote Locations

- 15.1 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.

16 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.
- 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 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.
- A thorough search of the premises should continue until the child is found. CCTV will be used as part of the search.

16.1 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 overall 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.
- 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 Director of Education (Cognita Head Office), including where a child is found wandering or at risk of being lost or missing.
- 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.

Pupil Supervision and Lost & Missing Children Policy

Ownership and consultation	
Document sponsor (role)	Group 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.

Audience	
Audience	Parents of pupils at Cognita schools School staff

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England	Yes
Wales	Yes
Spain	Yes

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Related documentation	
Related documentation	Independent School Standards British Schools Overseas Standards