

# COGNITA

Pupil  
Supervision  
and Lost &  
Missing  
Children  
Policy



HYDESVILLE  
TOWER SCHOOL

September 2019

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

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### **1 Introduction**

- 1.1 Hydesville Tower 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
Nursery (3-4)	8.45 am – 3.25 pm
Lower Prep (4-7)	8.45 am – 3.30 pm
Upper Prep (7-11)	8.45 am – 3.45 pm
Senior (11-16)	

### **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 school. Our responsibility begins when the children arrive at school.
- 3.2 Before school, the following supervision arrangements are in place:  
  
Pupils may be brought to school and signed in from 7.30 am.  
  
Between 7.30 am and 8.45 am the pupils are supervised by Mrs Edwards (Before and After School Club co-ordinator) in the Dining Hall.
- 3.3 There are also no free arrangements made beyond 3.30 pm for Lower Prep and 3.45 pm for Upper Prep unless there is an evening activity at the site.
- 3.4 This statement is included in the school's Parent/Pupil Handbook.

### **3.5 Breakfast Club**

- Pupils requiring an early drop off may attend the supervised Breakfast Club from 7.30 am to 8.45 am, for an additional charge. Pupils will be fed a choice of breakfast and then have supervised play activities. Pupils are signed in to the Breakfast Club.
- 3.6 For pupils arriving by bus, they will be driven on to the main playground, and be escorted to the relevant location in school subsequently.

### **4 Break Time Arrangements**

- 4.1 During break, the following arrangements are in place:  
  
Children will play outside, provided the weather is reasonable. In the event of wet conditions, pupils return to classrooms.
- 4.2 Two members of staff are present and assigned as on duty. If wet conditions prevail, the duty staff and prefects/monitors supervise the pupils.

### **5 Lunch Time Arrangements**

- 5.1 The same arrangements and supervision apply at lunchtime.

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

- 6.1 Pupils are expected to leave the premises by 4 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.
- 6.2 For pupils travelling by bus, they will assemble in the playground at 3.45 pm and go on the designated bus following being registered by the driver.
- 6.3 **After School Club (ASC)**  
Pupils requiring a late pick up may attend the supervised ASC from 3.30 pm for Lower Prep and 3.45 pm for Upper Prep to 6.00 pm, for an additional charge.
- 6.4 Pupils in the Nursery wraparound have a light tea at 4.30 pm. Other pupils in the ASC or Homework Club have supervised homework followed by organised play activities. Pupils are signed into the ASC and signed out on collection by parents.

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

- 7.1 If a pupil is not collected from school by handover time they will be taken to the ASC and the parents charged.
- 7.2 The following procedure will be followed when a pupil is not collected:  
  
The parents will be contacted by the staff member supervising the ASC. If a pupil has not been collected by 6 pm, a member of SLT will be informed.

### **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: they will be taken to ASC and parents contacted and charged.

### **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: they will be taken to ASC and parents contacted and charged.

### **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 additional 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 Headmaster 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, or are on a supervised activity or outing.

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

- 14.1 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**

- 15.1 There is a qualified welfare officer on duty from 7.30 am to 6.00 pm 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 office or if before or after the formal open times of school (8.00 am – 4.45 pm), go to Mrs Edwards in Breakfast Club or ASC..

### **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.

### **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 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 Headmaster and Director of

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Education/Education Executive (Cognita Head Office), including where a child is found wandering or at risk of being lost or missing. The DSL in school will be notified immediately and they will ensure that the parents have been informed by the responsible teacher. The Headmaster (or SLT member in the absence of the Headmaster), 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 Headmaster 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 Headmaster 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 Greg Warwick/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 Headmaster 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.

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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 on whilst off-site we will follow the following procedure:

The Group 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 Group Leader must then contact the police by telephoning 999.

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. The remaining procedures outlined above in sections 4 and 5 will then be followed.

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<b>Ownership and consultation</b>	
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.

<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