

# COGNITA



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

September 2024

## Pupil Supervision and Lost & Missing Children Policy

### 1 Introduction

- 1.1 Long Close School 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 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
2-5	8:20am-3:30pm
5-16	8:20am-3:45pm

### 3 Start of Day Arrangements

- 3.1 When pupils arrive at school, they are expected to join Early Morning Club in the Main School Hall if they arrive between 8:00-8:20am. If pupils arrive after 8:20am they are required to go to their Form Room. Pupils who are in the Early Years should be dropped by their parent or carer to their classroom.
- 3.2 Before school, the following supervision arrangements are in place: from 8:00am-8:20am early morning cover is provided free of charge for all pupils (2-16 years old)

### 4 Break Time Arrangements

- 4.1 During break, the following arrangements are in place: Prep School Breaktime 10:00am-10:15am. Senior School Breaktime 10:55-11:10am. A Breaktime Duty rota is in place for Prep and Senior School. A minimum of 2 members of staff are required to be supervising the playground at all times. The playground is zoned in accordance with safety and supervision of the children- staff are allocated their 'zone of supervision'. Children are not to enter the playground until the allocated staff member is in place.
- 4.2 During wet play, children will congregate in the main school hall under the supervision of the 2 members of staff who are on duty. During exam periods, allocated classrooms are used as an alternative.

### 5 Lunch Time Arrangements

- 5.1 During lunch, the following arrangements are in place:

Age range	Timings	Location
Early Years (2-5)	11.45-12.15pm	Early Years Setting
Prep School (Year 1 and 2)	11:50 – 12:05	Dining Hall
(Year 3 to 6)	12.05-1.00pm	
Senior School (11-16)	1.00-1.50pm	Dining Hall

Pupils are called for their lunch into the Dining Room by a member of the catering team- each year group comes into the Dining Room at staggered intervals.

- 5.2 During lunch, the following supervision arrangements are in place: a Lunchtime Duty Rota is in Place for Prep and Senior School Lunchbreak. A minimum of 2 members of staff are required to be supervising the playground at all time. The playground is zoned in accordance with safety and supervision of the children- staff are allocated their 'zone of supervision'. Children are not to enter the playground until the allocated staff member is in place.

### 6 End of School Day Arrangements

6.1 Prep School pupils are expected to leave the premises by handover to their parent via the Pupil Gate, unless they are attending an after-school activity by 4:00pm. Senior School pupils are expected to leave the premises via the Main Pedestrian Entrance. The route to the car park is also supervised at this time. No pupils may be in any other area of the school site unless under the direct supervision of an authorised adult. Pupils who are leaving with an alternative adult to their parent/carer will need to have a Password presented, and a message sent to the Main School Office or Form Teacher. School Gates for EYFS will open from 3:30pm, for the Prep School at 3:45pm – there will be a member of staff on the gate during this time.

6.2 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 4:00pm, they should go to After School Care Provision.

7.2 The following procedure will be followed when a pupil is not collected: If children are not collected by 6:30pm, and 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 facilitating the after-school activity is responsible for taking a register at the activity. When a child does not arrive as expected, confirmation of whether the pupil has left the school site will need to be obtained. In some cases, the parent can be contacted to confirm their child is with them as planned.

8.2 No pupil should leave without the authorisation of the adult leading the activity subject to suitable and agreed handover arrangements.

### 9 Sporting Fixtures

9.1 PE staff supervise students when at fixtures- two members of staff will be present in case of emergencies, illness 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.

9.4 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.

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

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.

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 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 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.

### **14 Medical Support**

15.1 There is a qualified welfare officer on duty from 8:00am-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 in the first instance, then to the school office (Ramandeep Kaur).

### **15 Supervision in Remote Locations**

16.1 Some potentially dangerous areas of the school are out of bounds to unsupervised pupils. These include science laboratories, Art and DT Classroom, catering and caretaking areas of the school and the Forest School.

For Educational Visits – please see Educational Visits policy.

### **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.

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 the Director of Education, 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 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 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.

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### Version control:

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