

COGNITA



DOWNSEND
PRE-PREP SCHOOL
Ashtead

Pupil Supervision and Lost & Missing Children Policy

(Whole School including Early Years)

September 2019

1 Introduction

- 1.1 Downsend Pre-Prep Ashtead 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
FS - Rising Reception	8.30 – 12.00 or 3.30
Reception and Year One	8.30 – 3.30
All pupils may arrive from	7.45am and stay until 5.30

3 Start of Day Arrangements

- 3.1 When pupils arrive at school they are expected to go immediately to their classroom.
- 3.2 Before school, the following supervision arrangements are in place:

Early Birds

Pupils are supervised in the Hall. Two qualified staff supervise the children from 7.45am and another Teaching Assistant joins the session at 8.15am. Each day a duty teacher is available to cover when required. Parents are asked to register their children as they arrive. Children are sent to their classrooms at approximately 8.30. The children self-register as they arrive in the classrooms and formal registration is taken electronically at 8.55. The secretary monitors any late arrivals or early departures during the course of the day.

4 Break Time Arrangements

- 4.1 During break, the following arrangements are in place :
Rising Reception pupils go out to break at 10.05. Reception and Year One children go out to break together at 10.30.
- 4.2 During break, the following supervision arrangements are in place:
There are duty rotas in place with staff on duty during break times. Separate arrangements are in place for wet breaks. The number of staff meet the required ratios.
If a member of staff is unable to carry out a duty, it is his or her responsibility to organise a swap with a colleague and to inform a senior teacher or the Head Teacher.

5 Lunch Time Arrangements

- 5.1 During lunch, the following arrangements are in place :
All children will have lunch together. First Steps children will have their lunch in First Steps classroom.
- 5.2 During lunch, the following supervision arrangements are in place: Staff ratios are adhered to and the number of supervising staff varies according to the number and age of children.

6 End of School Day Arrangements

- 6.1 Pupils are expected to leave the premises by 3.30 (or 4.00 if they are attending Little Lates) 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 **Little Lates 3.30-4.00**
A qualified teacher and assistant take a register and supervise the children in Little Lates in the First Steps Classroom until all the children attending Little Lates have gone home.
- 6.3 **Extended Day 4.00-5.30**
At 4.00pm a qualified teaching assistant takes over from Little Lates and works with an Extended Day assistant to care for those children staying on at school until 5.30pm. A duty teacher is always available at this time and available to cover if required.
Tea is prepared and served at approximately 4.30pm. If a child has not been collected, the Day supervisor informs the duty teacher who will be either a senior teacher or the Head.
- 6.4 **After-School Clubs**
It is the responsibility of the Club teachers to ensure that pupils are well supervised during their club or activity. The teacher taking the after-school club keeps a club register. The Club teacher is responsible for seeing the children home when the Club has finished. If a child has not been collected, the child will be handed over to the Extended Day Supervisor. (Please see separate clubs procedure.)

7 Non-Collection Arrangements at End of Formal School Day

- 7.1 If a pupil is not collected from school by 4.00, they should remain in Extended Day under the supervision of the member of staff in charge.
- 7.2 The following procedure will be followed when a pupil is not collected:
- the school secretary is consulted to check for any information about changes to the normal collection routines
 - Class teacher is consulted and emails referred to
 - if no information is available, parents/guardians are contacted at home or at work
 - if this is unsuccessful, The Head Teacher must be consulted or in her absence, the Deputy Head
 - the adults who are authorised by the parents to collect their child from school in the event of an emergency should then be contacted
 - the child stays at school in the care of two members of staff until the child is safely collected
 - the child does not leave the premises with anyone other than those known to school
 - if no-one collects the child and the premises are closing, or staff are no longer available to care for the child, we apply the procedures set out in our Safeguarding Policy. We contact our local authority social services department, the Surrey SPA on 0300 470 9100 or the Emergency Duty Team on 01483 517898. A full written report of the incident is recorded

Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff

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: See 7.1 and 7.2

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:
The child will remain with a member of Downsend Pre-Prep Ashted staff and if possible will return to school with the member of staff. The child will be supervised in Extended Day until parent can be contacted. If it is not possible to return to school the member of staff will remain with the child at the venue until the child is collected by a parent.

10 Leaving the Site during the School Day

10.1 It is expected that all pupils will be on site for the entire day unless they have specific permission to leave.

11 Supervision Duties

11.1 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.

11.2 Individual class teachers and their teaching assistants are responsible for the supervision of the class. Classes must not be left unsupervised. Should the need arise staff may:

- Summon help from a teacher in an adjacent classroom
- Send an individual with another accompanying child to the Office or Head's Office
- Use the 'Emergency Notice' posted in each room, the Hall and outside.

12 Supervision during PE Lessons, including Changing Arrangements

12.1 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

13.1 All staff are paediatric first aid trained. 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.

14 Lost or Missing Children

14.1 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 Headteacher and Assistant 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 (SIRF) will be completed by the Headteacher and sent to the PA to the Head of Facilities. The visit 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 Assistant Director of Education and details fully provided in writing to the school's safeguarding governance committee (SGC). 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 by the school and submitted to UK compliance committee for approval, via Head of Education Compliance.
- All incidents will be reported to the Head of Facilities, Head Office, 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.

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

Procedures following a Child Missing from an Off Site Location

- The visit 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 visit leader must then contact the police by telephoning 999 (within the UK or similar equivalent number if overseas).
- The visit 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 section 14.1 will then be followed.

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Ownership and consultation	
Document sponsor (role)	Group Director of Education
Document author (name)	Alison Barnett, Safeguarding Adviser
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