

COGNITA



DOWNSEND
PRE-PREP SCHOOL
— Leatherhead —

Pupil Supervision and Lost & Missing Children Policy

September 2019

1 Introduction

- 1.1 Downsend Pre-Pre Epsom 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
2-6	8.55 to 3.30
2-6	Breakfast club from 7.30 to 8.00
2-6	Early start from 8.00 to 8.30
2-6	Morning drop off from 8.30 to 8.55
2-6	Afternoon collection time from 3.30 to 4.00
2-6	Extended day from 4.00 to 6.00

3 Start of Day Arrangements

- 3.1 Between 8.30 and 8.55, when pupils arrive at school they are expected to enter through the front door and to go directly to their classroom.
- 3.2 Before 8.30am, the following supervision arrangements are in place: our Breakfast club runs from 7.30 until 8.00 and then Early start from 8.00 – 8.30. Breakfast club takes place in a classroom with 2 members of staff. Children have breakfast during this club and are signed in by the breakfast club staff. Early start club runs in the school hall or outdoor playing areas from 8.00 to 8.30 am. Early start is staffed daily by 2 members of staff. When parents bring children into school they are signed in by the staff on the door and go directly to the playground or hall. At 8.30 the children are escorted to their classrooms.

4 Break Time Arrangements

- 4.1 Year 1 have a morning breaktime. During break, the following arrangements are in place: the children play outside in the playground or in their classrooms should the weather prevent outdoor play.
- 4.2 During break, the following supervision arrangements are in place: 1 member of staff supervises the children during breaktime. Additional staff are always close at hand if needed.

5 Lunch Time Arrangements

- 5.1 During lunch, the following arrangements are in place: All children eat in the dining rooms in 3 different sittings – FS and RR together, Reception together and then Year 1. Lunch break lasts from 12.00pm until 1.30pm and while the children are not eating, they are in the playground playing.

5.2 During lunch, the following supervision arrangements are in place: there is a rota identifying which staff are supervising which children when and where. Staffing numbers differ daily according to the numbers of children eating in the hall or playing outside although there is usually 2 members of staff supervising each of the nursery year groups and 2 members of staff supervising Reception and Year 1 together.

5.3 After lunch the youngest children have an afternoon nap if appropriate in the sleep room. Children sleeping are continuously supervised by a member of paediatric first aid trained staff.

6 End of School Day Arrangements

6.1 Pupils are expected to leave the premises by 4.00pm 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 4.40, they should join the children in our extended day club.

7.2 The following procedure will be followed when a pupil is not collected: parents will be contacted and if necessary, additional contacts given will be contacted. Should the school be unable to gain contact from anyone after 60 mins of trying, the school will contact the local police for advice.

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: the child will be passed onto the extended day staff and will stay in the extended day club. The extended day staff will try and contact parents and any other contact listed. Should the school be unable to gain contact from anyone after 60 mins of trying, the school will contact the local police for advice.

9 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.

10 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 teaching staff.

11 Supervision during PE and swimming 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.

12 Medical Support

15.1 All members of staff are paediatric First Aid trained and 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 let a teacher know and will be supervised either within their classroom or in the medical room if appropriate.

13 Lost or Missing Children

13.1 In the instance that a child is lost or missing whilst on the school site we will follow the following procedure:

Alert the school secretary and Headteacher/Head of School immediately.

School secretary to check signing out book to ensure child is on site.

Identified members of staff search for the child.

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

Call 999.

As appropriate for the numbers of children, staff are identified to remain in a single location with the children while the remaining staff search for the child, loudly calling their name.

Contact the Headteacher as soon as practical.

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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

Document application and publication	
England	Yes
Wales	Yes
Spain	Yes

Version control	
Implementation date	September 2019
Review date	Review and update for implementation in September 2020

Related documentation	
Related documentation	Independent School Standards British Schools Overseas Standards