

COGNITA



DOWNSEND
SCHOOL

Inspiring Young Minds

LITTLE DOWNSEND ASHTEAD

Pupil Supervision and Lost & Missing Children Policy

September 2021

1 Introduction

- 1.1 Little Downsnd 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
2 – 6 years	8:55 – 3:30
2 – 6 years	Early Birds from 7:45 – 8:30
2 – 6 years	Morning drop off from 8:30 – 8:55
2 – 6 years	Afternoon collection: FS/RR lurch time collection 12:00/1:30 Little lates from 15:30 – 16:00
2 – 6 years	Extended Day from 16:00 – 18:00

3 Start of Day Arrangements

- 3.1 When pupils arrive at school they are expected to enter through the main door and go straight to their classroom.
- 3.2 Before school, the following supervision arrangements are in place:

Early Birds

Pupils are supervised in the Hall/ Playground (weather dependent). Early Birds is staffed daily by 3 members of staff. (Dependent on numbers) Each day a duty teacher is available to cover when required. Parents are asked to register their children as they arrive. At 8.20am the children start to tidy up ready to go to their classrooms. Children go straight 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 main school door opens at 8.30 once all Early Birds children are safely in their classrooms. 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 10:00. Reception and Year One children go out to break together at 10:30. In exceptional weather conditions, children to play in the under cover areas or classroom.
- 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 the Head of School.

5 Lunch Time Arrangements

- 5.1 During lunch, the following arrangements are in place: There are two sittings for lunch, First Steps and Rising Reception children eat in the hall at 12.00 and play outside from 12:50-1:20. Reception and Year 1 play first from 12:15-12:50, before washing their hands and eating at 12.50-12:30 in the hall.

- 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 in 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 4.00-6.00

At 4.00pm qualified teaching assistants take over from Little Lates and cares for those children staying on at school until 6.00pm. 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 via call or email.
- If no information is available, parents/guardians are contacted at home or at work. If this is unsuccessful, the Head of School must be consulted or in her absence, the Head Teacher.
- 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
- Should the school be unable to gain contact from anyone after 60 mins of trying we apply the procedures set out in our Safeguarding Policy and contact the local police for advice.
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:
The child will be passed onto the extended day staff and will stay in the extended day club. The school Secretary/ Head of School 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 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 Downsends 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 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.

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 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.

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:
- Alert the school secretary and Head of School immediately.
 - School secretary to check attendance register and signing out book to ensure child is on site.
 - All remaining children will be kept safe in a secure place with adequate adult supervision, including assistance from other school staff if necessary.
 - Identified members of staff search for the child. Searching 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.

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- 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 if not on site) and Assistant Director of Education (Cognita Head Office). 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/ Head of School 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/ Head of School 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:

- The visit leader must ensure the safety of remaining pupils.
- 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
- The visit leader should alert the school office 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 Legal Counsel
Document author (name)	Alison Barnett, Regional Safeguarding Lead
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Related documentation	
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