

COGNITA



DOWNSEND
SCHOOL

Inspiring Young Minds

LITTLE DOWNSEND EPSOM

Pupil Supervision and Lost & Missing Children Policy

September 2021

1 Introduction

- 1.1 Little Downsend 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 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 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 8.30am, the following supervision arrangements are in place: our Early Birds club runs in the school hall or outdoor playing areas from 7.45 to 8.30 am although the door closes at 8.20am to ensure all Early Birds children can be safely escorted to their classrooms. Early Birds is staffed daily by 3 members of staff. When parents bring children into school they sign them in and take the children to the hall. At 8.20am we start to tidy up the Early Birds club and get children ready to go to their classrooms. We then escort them to their classrooms. The main school door reopens at 8.30 once all Early Birds children are safely in their classrooms.

4 Break Time Arrangements

- 4.1 Reception and 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: at least 2 members of staff supervise the children during breaktime.

5 Lunch Time Arrangements

- 5.1 During lunch, the following arrangements are in place. First Steps and Rising Reception children eat in the hall at 12.10 and Reception and Year 1 eat at 12.15. Lunch break lasts from 12.10pm until 1.30pm and when the children have eaten, 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 are 3 members of staff supervising First Steps and Rising Reception and 2 members of staff supervising Reception and Year 1 together.

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 16:00, they should join the extended day club.

7.1 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

8.2 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 Legal Counsel
Document author (name)	Alison Barnett, Regional Safeguarding Lead
Consultation – April 2017	Heads at: Breaside Prep, Salcombe Prep, Meoncross, Polam and Southbank Hampstead. Assistant Directors of Education: Robin Davies and Danuta Tomasz.

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Related documentation	
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