

COGNITA



DOWNSEND
SCHOOL

Inspiring Young Minds

LITTLE DOWNSEND LEATHERHEAD

Pupil Supervision and Lost & Missing Children Policy

September 2021

1 Introduction

- 1.1 Little Downsend Leatherhead 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
2-3 years (First Steps)	8.30am-12.00 or 1.30 or 3.35pm
3-4 years (Rising Rec.)	8.40am-12.00 or 1.30 or 3.40pm
4-5 years (Reception)	8.35am-3.35pm
5-6 years (Year 1)	8.45am-3.45pm

3 Start of Day Arrangements

- 3.1 When pupils arrive at school they are expected to arrive at their allocated arrival time, First Steps and Rising Reception enter through the main door and Reception and Year 1 enter through the house door. All children to sanitise their hands before entry.
- 3.2 Before school, the following supervision arrangements are in place: Early Birds runs from 7.45-8.20am. Children are dropped at the main door and are supervised outside within their allocated bubble (FS & RR or Rec & Y1). During poor weather, the children are supervised in the Hall with the bubbles socially distanced.

4 Break Time Arrangements

- 4.1 During break, the following arrangements are in place. FS & RR are supervised either in their outdoor learning areas, on the playground or in their classrooms if the weather is poor. Rec & Y1 are supervised on the field or in their classrooms if the weather is poor.
- 4.2 During break, the following supervision arrangements are in place: FS & RR are supervised by the staff from the FS/RR team. Rec & Y1 are supervised by staff from the Rec/Y1 team.

5 Lunch Time Arrangements

- 5.1 During lunch, the following arrangements are in place. First Steps and Rising Reception to each lunch in the dining room from 12-12.35pm. Reception and Year 1 to eat lunch in the dining hall from 12.45-1.20pm.
- 5.2 During lunch, the following supervision arrangements are in place: FS children are supervised by two members of staff from FS and RR are supervised by one or two members of staff (depending upon numbers that day) – each class in a separate dining room. Rec and Y1 are supervised by two members of staff in one dining room.

6 End of School Day Arrangements

- 6.1 Pupils are expected to leave the premises by their class collection time or by 4pm which is the time that the Late Class finishes unless they are attending an after school activity or Extended Day. Extended Day runs from 4-6pm and operates from the Extended Day room. Tea is provided in the dining hall (unless requested otherwise by parents) and pupils are supervised (socially distanced) within the FS/RR bubble and Rec/Y1 bubble. 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 4pm, they will be supervised in Extended Day.
- 7.2 The following procedure will be followed when a pupil is not collected: The school secretary or Head of School or another member of SLT will contact the child's parents using contact details held on SIMS to determine the parents (or designated carer's) whereabouts and their probable collection time. If a parent is late collecting from Extended Day, two members of staff must remain with the child until the parent (or designated carer) arrives (one member of staff should be the Head of School/Headteacher or another member of SLT).

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 and for handing over the child to his/her parent or designated carer at the end of 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 school secretary or Head of School or another member of SLT will contact the child's parents using contact details held on SIMS to determine the parents' (or designated carer's) whereabouts and their probable collection time. The child will be supervised in Extended Day until a parent or designated carer arrives.

9 Sporting & Off Site Activities At The Main Site

- 9.1 Little Downsend Leatherhead children do not participate in sporting fixtures with other schools. The Reception and Year 1 children travel to main site for weekly swimming lessons and from time to time, a year group activity during school hours. The relevant class teacher and teaching assistant supervise the children during these activities in support of PE staff during swimming lessons and any sporting activities.
- 9.2 Parents are always informed of the activities and, on occasions, they are invited to attend.
- 9.3 No pupil should leave without the authorisation of the adult leading the activity and for weekly swimming lessons and activities to which parents are not invited to watch, the children return to Little Downsend Leatherhead escorted by their class teacher and teaching assistant. Where parents are invited to watch and the event is scheduled to finish at the end of the school day, parents (or designated carers) can collect children from the class teacher at the main site by giving prior consent.
- 9.4 The following procedure will be followed when a pupil is not collected: Children will return to Little Downsend Leatherhead with their class teacher, teaching assistant and peers for collection by parents (or designated carers). If necessary, children will be supervised in Extended Day (as above) until collected.

10 Travel to and from School on Buses During the School Day

- 10.1 Parents are responsible for ensuring that their children travel safely to and from school and there is no home to school bus service for Little Downsend Leatherhead children. Pupils are transported to main site on buses for swimming lessons and other ad hoc visits and they also travel on buses when attending off site trips. Children are supervised by school staff when travelling on these buses and they are expected to behave responsibly and to follow the teacher and any driver 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.

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 or they are attending swimming lessons, other activities at the main site or a school trip. In which case, they will be supervised at all times by their class teacher and teaching assistant.

12 Supervision Duties

- 12.1 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.
- 12.2 All classes will be supervised by the relevant teacher and teaching assistant(s).

13 Supervision during PE Lessons, including Changing Arrangements

- 13.1 PE lessons are supervised by members of the teaching staff. When Reception and Y1 pupils are changing or showering, teachers and teaching assistants 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.

14 Medical Support

- 14.1 All teaching and support staff hold Paediatric First Aid qualifications. They are able to administer first aid, to help if someone is ill or injured, and to deal with any accidents or emergencies. If a pupil is unwell during the day, the class teacher/teaching assistant will take the child's temperature and monitor their symptoms. Parents will be contacted to collect unwell children and to see appropriate medical advice and/or PCR testing if necessary.

15 Supervision in Remote Locations

- 15.1 Some potentially dangerous areas of the school are out of bounds to unsupervised pupils. These include the grounds, maintenance, allotment area, catering and caretaking areas of the school, outdoor sheds, pathways behind the school that are secured with locked gates, the front drive and the woodland area.

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:
- Alert the Headteacher/Head of School and School Secretary immediately
 - School Secretary to check the signing out book to ensure school is on site
 - Return all children to their classrooms and class teachers to carry out a roll call
 - Check with all adults and children (where appropriate) when and where the missing child was last seen
 - Non-supervising members of staff (Head of School/Headteacher and School Secretary) to carry out a visual check of the buildings and all of the outdoor areas and call out the child's name
 - If the child is not found, Headteacher/Head of School to carry out a check of the surrounding local area
 - If the child is not found, Headteacher/Head of School to contact the parents and School Secretary to call the Police
- 16.2 In the instance that a child is thought to be lost or missing whilst off-site we will follow the following procedure:
- All children to wear a luminous tabard with the school's name and a wrist band with the school contact details

Pupil Supervision and Lost & Missing Children Policy

- Regular roll calls to be taken throughout the visit (eg entering and leaving coaches and/or new rooms/locations at the site)
- If a child is found to be missing, assemble all remaining children in a safe area (eg Education Room/classroom/hall) and carry out a roll call. Check with other adults and children (where appropriate) when the missing child was last seen
- Class teacher to call 999 using the trips mobile
- Teaching assistants and parent helpers to supervise the remaining children
- Class teacher and site staff to search the buildings and surrounding site areas calling out the child's name
- Teaching Assistant to contact the Headteacher/school office using the trips mobile
- Headteacher/Head of School to contact the parents

Pupil Supervision and Lost & Missing Children Policy

Ownership and consultation	
Document sponsor (role)	Group Legal Counsel
Document author (name)	Alison Barnett, Regional Safeguarding Lead
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