

COGNITA

Pupil Supervision and Lost & Missing Children Policy



DOWNSEND
SCHOOL

Inspiring Young Minds

LITTLE DOWNSEND ASHTEAD

September 2023

1 Introduction

- 1.1 Little Downsend 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
Early Birds (early drop off for all year groups)	7.45- 8.20am
6-12 months	7.45am -4.00pm
12-24 months	7.45am- 4.00pm
2-3 years old	8.30am- 12.00 or 1.30 or 3.30pm
3-4 years old	8.30am- 12.00 or 1.30 or 3.30pm

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 entrance door and go upstairs to their classrooms. Early Learners and Bright Beginners will use the side entrance. The buggy park is at the front.

When pupils arrive at school they are greeted by Head of School or another designated member of staff at the front door. Parents handover their children at the front door and children will be taken to their classrooms by school staff.

3.2 Before school, the following supervision arrangements are in place: Early Birds runs from 7.45- 8.20am. Children who arrived enter through the main entrance to the school and a register is taken and they are supervised outside on the playground. During poor weather children are supervised in First steps classroom. Early Learners and Bright Beginners will arrive using the side entrance and go straight to their classrooms. At 8.20am the children go their classrooms; formal registration is at 8.55am.

4 Break Time Arrangements

- 4.1 During break, the following arrangements are in place, First Steps, Little Steps and Rising Reception are supervised either on the playground, in their learning areas or in their classrooms if the weather is poor. Early Learners and Bright Beginners are supervised in their outdoor area or inside.
- 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 playtimes. The number of staff meet the required ratios. If a member of staff is unable to carry out a duty, cover will be in place with a colleague covering, informing the Head of School.

5 Lunch Time Arrangements

- 5.1 During lunch, the following arrangements are in place: There are duty rotas in place with staff on duty break times. First Steps and Rising Reception will eat in classrooms at 12.00pm and play outdoor from 12.50pm to 1.20pm. During wet place the children will be undercover ensuring they are dressed appropriately for the weather. If needing to move inside the children will play in their classrooms, with the correction supervision in place organised by HOS. Early Learners and Bright Beginner will have lunchtime with staff in their class area.
- 5.2 During lunch, the following supervision arrangements are in place: Little Steps, First Steps and Rising Reception children are supervised by two members of staff, the children eat in their classrooms. Early Learner and Bright Beginners eat with staff in their class area using highchairs to sit and eat in.
- 5.3 During lunchtime play, the following supervision arrangements are in place: From 12.35-1.20pm, First Steps sleepers are supervised by one member of the First Steps team whilst sleeping in the First Steps classroom. All other First Steps children and the Rising Reception are outdoors in the garden supervised by two members of staff. In the case of wet weather, the children are supervised by the same staff in the undercover area, or the children will go to their classrooms. The Early Learners and Bright Beginners will have lunch and have sleep in their classroom.

6 End of School Day Arrangements

- 6.1 Pupils are expected to leave the premises by collection time by 3.30pm or 4.00pm if they are attending Little Lates, unless they are attending an after-school activity or Extended Day. No pupils may be in any other area of the school site unless under the direct supervision of an authorised adult. After school activities run from

Extended Day runs from 4-6pm

At 4pm qualified teaching assistants take over Little Lates and care for those children staying on at school until 6pm. A teacher is always available at this time and is available to cover if required.

Tea is served at approximately 4.30pm, Little Steps, FS and RR will have tea in the FS classroom and play until collected by parents/ carers. EL and BB will be served tea at approximately 4.30pm and collect from the side entrance.

Parents/ carers use the Extended Day mobile phone or ring the doorbell at the main entrance of the school when arriving to collect their children. Parents are required to notify the school in advance if another adult is collecting their child and to supply a password that is unique to the child if an adult (not known to school staff) is collecting. This applies to all children who attend the setting.

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. (No after school clubs at present.)

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 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, Head of School, or another member of SLT will contact the child's parents using contact details held on the Management Information System or in the hard copy contact file in the school office 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).
- If the school is unable to get hold of the primary carer for a child, they will work through the additional contacts.
- If the school is unable to get hold of any carers by 30 mins after the end of extended day (6.30pm), the police will call.

8 After School Activities

8.1 When attending an after-school activity, pupils are supervised by authorised adults who will then hand the child directly to their parent at the end of the club or take them to extended day if they are attending wraparound provision. The adult facilitating the after-school activity is responsible for taking a register at the activity. If a child does arrive as expected, the extended day team should be alerted.

8.2 No pupil should leave without the authorisation of the adult leading the activity subject to suitable and agreed handover arrangements.

8.3 The following procedure will be followed when a pupil is not collected by their parents/carers at the end of the After School Activity: they will be taken to extended day to be supervised by school staff.

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 and their parents or nominated adult come and collect them.

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 teacher and in certain subjects, for example food, art and science; the teacher may be supported by a technician.

11 Supervision during PE Lessons, including Changing Arrangements

14.1 PE lessons are supervised by members of the teaching staff. When older 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. Staff will only enter the changing facilities where they believe **not** to do so may place a child at risk. Younger children e.g., those under aged 7 years, and those with SEND may require full supervision or support with changing, undertaken by two teachers being present.

12 Medical Support

15.1 There are qualified first aiders available in all year groups. 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 nearest adult in the first instance.

13 Supervision in Remote Locations

- 16.1 Some potentially dangerous areas of the school are out of bounds to unsupervised pupils. These include catering and caretaking areas of the school and specified areas of the school grounds.

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 Headteacher/Head of School and School Secretary immediately.
 - School Secretary to check the signing out book to ensure child 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 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.
- 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:
- 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.
 - Trip leader to alert a member of staff at the venue.
 - Class teacher to call 999 using the trips mobile.
 - Teaching assistants and parent helpers to supervise the remaining children.
 - Trip leader to contact the Headteacher/Head of School as soon as is practically possible.
 - Headteacher/Head of School to contact the parents.

To support good supervision of children when off site:

- All children to wear a luminous tabard with the school's name and a wrist band with the school contact details.
- Regular roll calls to be taken throughout the visit (eg entering and leaving coaches and/or new rooms/locations at the site)

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