

# COGNITA



**DOWNSEND**  
**SCHOOL**

*Inspiring Young Minds*

LITTLE DOWNSEND EPSOM

## **Pupil Supervision and Lost & Missing Children Policy**

### **September 2023**

### 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	8.55am-3.30pm
6-7 years	8.30-3.55pm
2-7 years	Early Birds from 7.45-8.30am
2-6 years	Morning drop off 8.30-8.55am
2-6 years	Afternoon collection from 3.30-4pm
6-7 years	Afternoon collection from 3.55pm
2-7 years	Extended Day from 4-6pm

### 3 Start of Day Arrangements

- 3.1 When pupils arrive at school they are greeted by the Head of School, say goodbye to their parents and enter through the main door. First Steps and Rising Reception children are taken to their classroom and Rising Reception children are supported up the stairs. Older children go straight to their classrooms.
- 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, Year 1 and Year 2 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 at break time. In the instance of wet play, at least 2 members of staff supervise the children in the Reception classroom.

### 5 Lunch Time Arrangements

- 5.1 During lunch, the following arrangements are in place: First Steps and Rising Reception eat lunch in the dining rooms from 12-12.35pm and then go outside to their specific play areas for play time. Reception, Year 1 and Year 2 play outside first and then eat lunch in the dining rooms from 12.50-1.25pm.

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, Year 1 and Year 2 together. Another member of staff supervises sleeping children in the First Steps classroom sleep area. In the instance of wet play, First Steps have a large undercover outside area so they play outside as normal supervised by 2 members of staff, Rising Reception are supervised in their classroom by 2 members of staff and Reception, Year 1 and Year 2 are supervised by 2 members of staff in the Reception classroom.

### **6 End of School Day Arrangements**

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. At the end of the school day, children are either handed over directly to parents, directly to club providers or at 4pm or collected by the extended day team.

### **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, 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 be called.

### **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 not arrive as expected, the School Secretary or 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**

- 12.1 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**

- 13.1 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:

## Pupil Supervision and Lost & Missing Children Policy

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- 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)

### Version control:

<b>Ownership and consultation</b>	
Document Sponsor	Group Director of Education
Document Author / Reviewer	Regional Safeguarding Lead (RSL)
Consultation & Specialist Advice	
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