

# COGNITA



**DOWNSEND**  
**SCHOOL**

*Inspiring Young Minds*

**LITTLE DOWNSEND LEATHERHEAD**

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

### **September 2023**

#### **Introduction**

## Pupil Supervision and Lost & Missing Children Policy

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- 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
Early Birds (early drop off for all year groups)	7.45am-8.30am
2-3 years (First Steps)	8.30am-12.00 or 1.30 or 3.30pm
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
6-7 years (Year 2)	8.25am-3.50pm
Extended Day (for all year groups)	4-6pm

### 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 to school and Reception, Year 1 and Year 2 enter through the Senior House door. When pupils arrive at school they are greeted by the Head of School or another designated member of staff at the door. Parents handover their children and school staff take First Steps, Rising Reception and Reception children to their classrooms. Year 1 and Year 2 children make their way to their own classrooms once inside the building.
- 3.2 Before school, the following supervision arrangements are in place: Early Birds runs from 7.45-8.30am, although the door is closed at 8.20am to ensure all Early Birds children can be safely escorted to their classrooms. Children are brought to the main entrance to the school by their parents and signed in and then they are taken to the playground for supervised play. There are at least 5 adults on duty during Early Birds. During poor weather, the children are supervised either in the undercover outdoor areas or in a First Steps classroom (First Steps and Rising Reception) or in the second Reception classroom (Reception, Y1 and Y2).
- 3.3 There is also a morning minibus service that operates from Little Downsend Leatherhead to Downsend School. This is available to families who have older children at Downsend School and youngers pupils at Little Downsend Leatherhead. The Downsend pupils using this service are registered by the Head of School or another designated member of staff as they arrive and they are supervised in the school corridor while waiting for the bus.

### 4 Break Time Arrangements

- 4.1 During break, the following arrangements are in place: First Steps & Rising Reception are supervised either on the playground, in their outdoor learning areas, or in their classrooms if the weather is poor. Reception, Year 1 and Year 2 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: First Steps are supervised by at least 4 staff from the First Steps team and Rising Reception are supervised by 3 members of the Rising Reception team. These breaks are taken on the playground and occur at different times. Reception, Year 1 and Year 2 are supervised on the field by 4 members of staff from the Reception, Year 1 and Year 2 teams.

### **5 Lunch Time Arrangements**

- 5.1 During lunch, the following arrangements are in place: First Steps and Rising Reception to eat lunch in the dining rooms from 12-12.35pm. Reception, Year 1 and Year 2 to 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. First Steps children are supervised by 2 or 3 members of staff from First Steps and Rising Reception are supervised by 2 members of staff. Each year group eats in a separate dining room. Reception and Year 2 are supervised by 2 members of staff in one dining room and Year 1 is supervised by 2 members of staff in the other dining room.
- 5.3 During lunchtime play, the following supervision arrangements are in place: From 12.35-1.20pm, Busy Bees sleepers are supervised by one member of the First Steps team whilst sleeping in the Busy Bees sleepers' room (inside the nursery) and a second member of staff supervises Grasshoppers sleepers in the Grasshoppers classroom sleep area. On days where numbers are lower and fewer children sleep, all First Steps sleeping children will sleep in the Busy Bees sleepers' room. All other First Steps and the Rising Reception children are supervised by 4 or more members of staff while playing on the playground. In the case of wet weather, the children are supervised by the same staff in the First Steps and the Rising Reception outdoor covered areas. From 12.10-12.50pm Reception, Year 1 and Year 2 children are supervised by 4 members of staff on the field or in the case of wet weather, inside one Reception, one Year 1 and one Year 2 classroom and the fourth member of staff will circulate between all three classrooms as required.

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

- 6.1 Pupils are expected to leave the premises by their class collection time and or by 4pm which is the time that the Late Class finishes, unless they are attending an after-school activity or Extended Day. After School activities run from 3.30-4.45pm for Reception, Year 1 and Year 2 children (with the exception of Rugby Tots and Ballet which also offer clubs for Rising Reception children). Extended Day runs from 4-6pm and operates from the Rising Reception classrooms. Initially, children are supervised while playing on the playground and then wash their hands in preparation for tea which is provided in the dining hall (unless requested otherwise by parents). After tea, the pupils and supervising staff return to the Rising Reception classrooms to play until collected by parents/carers. Parents/carers use the Extended Day mobile phone number to alert staff to their arrival and their child is then taken by a member of the Extended Day team to the main entrance of the school to their waiting parent/carer. 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.

### **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 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 A teacher or teaching assistant will take the children to the club provider and notify them of any children who are absent that day. 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 relevant teaching staff.

### **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 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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### Version control:

<b>Ownership and consultation</b>	
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