

# COGNITA



**DOWNSEND**  
**SCHOOL**

*Inspiring Young Minds*

LITTLE DOWNSEND LEATHERHEAD

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

### **September 2024**

## Pupil Supervision and Lost & Missing Children Policy

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### 1 Introduction

- 1.1 Little Downsend Leatherhead takes seriously its responsibility to ensure that pupils are always supervised properly 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
Clubs (3-4 years)	3.30-4pm
Clubs (4-7 years)	3.30-4.30pm or 3.40-3.45pm or 3.45-4.45pm
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 hand over 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).

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.

When children are taken into class, teachers complete a register and the secretary confirms any missing children with the teacher.  
If a child is absent:

- Those taking the register marking all children who are not present by the designated time, taking account of absence notes;
- Follow up un-notified first day absence with a telephone call to the parent/carer(s) by 9:30 am; children who are vulnerable must and will be prioritised (safeguarding, medical, and learning needs). Children on sponsored visas are also a priority.
- Monitoring and analysing attendance and lateness and implementing strategies for promoting improved awareness of attendance will be carried out in accordance with the Child Absent from Education Policy

### 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.
- 4.3 During wet play, the same supervision arrangements exist for First Steps and Rising Reception within their outdoor spaces. For Reception, Year 1 and Year 2, children will be supervised in a classroom allocated for each year group. An adult will be allocated to each class and a further member of staff is available to move between the rooms to deal with any First Aid or other issues.

### 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. Reception, Year 1 and Year 2 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. Reception and Year 1 are supervised by 2 members of staff in one dining room and Year 2 is supervised by 1 member 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. 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 3.30-4.45pm or from 3.45-4.45pm for Reception, Year 1 and Year 2 children (with the exception of Rugby Tots and Ballet which also offer clubs for Rising Reception children and run from 3.30-4pm). 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. 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.
- 6.2 For older pupils from Downsend School who travel by bus from Little Downsend Leatherhead to Downsend School, the children are dropped off by their parents at Little Downsend Leatherhead from 7.45-8.10am and supervised by the Head of School or nominee in the school until collected by the school bus service. A daily register of children is kept.

For children travelling from Little Downsend Leatherhead to Downsend School by minibus or coach for trips for swimming, Games or enrichment workshops and trips off site, a register will be completed before leaving the site and children will be supervised before, during and after the trip within required ratios.

#### 6.3 Court Orders

Schools will support any court orders in place, in relation to collection of children and contact arrangements. Should a parent who is due to collect their child according to the order not arrive, then the school will telephone them initially. If schools fail to make contact within 30 minutes, the school will call the other parent and request they collect their child. Should a parent, who is not due to collect their child arrive at the school with the aim of collection, then the parents will be advised to make agreed arrangements. This communication will take place off site (see Safeguarding Policy)

### 7 Non-Collection Arrangements at End of Formal School Day

If a pupil is not collected from school by 4pm, they will be supervised in Extended Day.

- 7.1 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 children aged under 6 to the club provider and Year 2 children will go move to clubs independently. The School Secretary will notify the clubs provider of any children who are absent that day. When attending an after-school activity, the club provider will take a register. 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, Head of School 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 Sporting Fixtures**

- 9.1** PE staff supervise students when at fixtures. Two members of staff travel with the children to the venue and at least 1 is PFAW trained. Off site phones and the school mobile and an of site form and a first aid kit are taken along with any other medication. Parental permission about the end of fixture collection will be sought in advance otherwise children will return to school supervised by staff. Staff handover to parents or their named representative at the end of the fixture and all other children return to school with staff. Staff to wait with all children expected to be collected until all parents/carers collect before returning to school.
- 9.2** Parents are always informed of the finish times and where they must collect their children.
- 9.3** No pupil should leave the sporting fixture and the supervision of the staff member without their authorisation and their handover to their parent supervised.
- 9.4** No staff member must leave the sporting fixture without checking that all children have been safely collected; routine checks of changing areas must be conducted.
- 9.4** The following procedure will be followed when a pupil is not collected when offsite:

The lead member of offsite staff will contact school and the school secretary, Head of School or other member of SLT who 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 (or designated carer) is late collecting from the fixture, one member of staff will remain with the child (in Extended Day at Downsend School) or a member of the Sports Department if off site until the parent (or designated carer) arrives. If the school is unable to get hold of the primary carer for a child, they will work through the additional contacts.

### 10 Travel to and from School on Buses

- 10.1 Parents are responsible for ensuring that their children travel safely to and from school. Pupils from Downsend School may leave a Little Downsend Leatherhead at the start of the day, but they are not supervised by school staff when travelling on buses and they are expected to behave responsibly and to follow the driver's instructions. This includes wearing a seat belt at all times. Little Downsend School children travel to and from Downsend school for lessons and events on buses supervised by school staff 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.
- 10.3 Please see above section 3.3. for arrival information and 6.2 for departure information.

### 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 are travelling off site for a planned lesson at Downsend School or planned off site educational trip.

### 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 by teaching assistants who support in ratio according to the age of the children.

### 13 Supervision during PE Lessons, including Changing Arrangements

- 13.1 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 or teaching assistants being present.

### 14 Medical Support

- 14.1 There are qualified first aiders on duty from 7.45am until 6pm every day. 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 the nearest adult in the first instance.

### 15 Supervision in Remote Locations

- 15.1 Some potentially dangerous areas of the school are out of bounds to unsupervised pupils. These include outdoor spaces and the dining room, hall and unoccupied classrooms, the Forest School area and sheds. Children are supervised at all times. Please see Educational Visits policy for Educational visits.

### 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 Head of Little Downsend/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

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- 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, Head of Little Downsend /Head of School to carry out a check of the surrounding local area
- If the child is not found, Head of Little Downsend/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:

- 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 Head of Little Downsend/Head of School as soon as is practically possible
- Head of Little Downsend/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)

### Version control:

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