

COGNITA



DOWNSEND
SCHOOL

Inspiring Young Minds

LITTLE DOWNSEND ASHTEAD

Pupil Supervision and Lost & Missing Children Policy

EUROPE

September 2025

1 Introduction

- 1.1 Little Downsend Ashted 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 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 Years (early drop off for all age groups)	7.45- 8.20am
6-15 months approx. BB	8.30am- 4.00pm
15-24 months EL	8.30am-4.00pm
2-3 years FS	8.30am-12.00pm or 1.30pm or 3.30- 4.00pm
3-4 years RR	8.30am-12.00pm or 1.30pm or 3.30- 4.00pm
All year groups Extended Day	4.00pm-6.00pm

3 Start of Day Arrangements

- 3.1 When pupils arrive at Nursery, they are expected to arrive at Nursery at their allocated arrival time and registers are taken at 9.00am. Early Learners, First Steps and Rising Reception enter through the main entrance door from 7.45am -8.20am. First Steps and Rising Reception who arrive for Early Start use the outdoor undercover area and Early Learners go straight to their classroom. Bright Beginners use the side gate entrance as they arrive. There is a buggy park at the front area for all parents to leave pushchairs.

When arriving at Nursery pupils, parents and carers are greeted by the Head of Nursery or another designated member of staff who is at the front door. Parents will hand over their children at the front door and children will be taken to their classrooms by teachers or assistants.

Teachers and room supervisors complete a register, and the secretary confirms any missing children with the teacher/room supervisor.

If a child is absent:

Those taking the register mark all children who are not present by the designated time, taking account of absence notes;

Follow up unnotified 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

- 3.2 Before school, the following supervision arrangements are in place: Early Birds starts at 7.45am to 8.20am and a register is taken of all children who arrive for Early Bird. First Steps and Rising Reception are supervised in the garden area, if wet the children are in the undercover area and if particularly cold they will be inside in the right hand First Steps classroom. The children are taken to their classrooms at 8.20am. The front door closes at 8.20am to ensure all First Steps and Rising Reception Early Birds children can be safely escorted to their classrooms. The main school door reopens at 8.30 once all Early Birds children are safely in their classrooms. Bright Beginners and Early Learners children go to their classrooms as soon as they arrive.

4 Break Time Arrangements

- 4.1 During break, the following arrangements are in place: First Steps and Rising Reception are supervised on the main playground together from 12.35pm to 1.20pm. If there is poor weather the children use the outdoor undercover area and if they need to be inside the First Steps classroom is used. Early Learners have break times during their day using the outdoor area with the staff team as needed. Bright Beginners have break times with their staff team using the outdoor area.
- 4.2 During break, the following supervision arrangements are in place: There is a duty rota in place for staff for duty at break times. If it is wet play the children are indoors in the First Steps class. 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 another member of staff covering or the Head of Nursery.

5 Lunch Time Arrangements

- 5.1 During lunch, the following arrangements are in place, there are duty rotas in place with staff on duty and the times. All children have lunch at 12.00pm which is first duty and 12.40pm is second duty, Rising Reception and First Steps children who do not sleep will go onto the playground. Bright Beginners and Early Learners have lunch at 12.00pm and get ready for sleep afterwards with own team staff. Lunchtime for First Steps and Early Learners finishes at 1.20pm and the afternoon begins.
- 5.2 During lunch, the following supervision arrangements are in place:

First Steps are supervised by two members of staff on first duty, if numbers in First Steps increase a third member of staff is on duty when children are eating lunch. The children eat in the classrooms. Rising Reception eat in the classroom with two staff members and after lunch both classes join for outdoor play with a minimum two members of staff on the playground. First Steps children who sleep in the classroom are supervised by two members of staff. If the children who are outdoors have wet play, they are taken into the other First Steps classroom.

Bright Beginners and Early Learners are served lunch in their own classrooms by their staff team, the children in Bright Beginners sit in the highchairs and early Learners have lunch at low tables. All children sleep after lunch in their rooms. The outdoors for the under 2 years is under cover making it possible to be outdoors if it is raining for any child who does not sleep or has a short sleep.

6 End of School Day Arrangements

6.1 Pupils are expected to leave the premises by 4pm unless they are attending extended day. No pupils may be in any other area of the school site unless under the direct supervision of an authorised adult. The end of the school day finishes at 3.30pm and children can be collected between 3.30 and 4pm. The door is answered by Head of Nursery or the secretary or a designated member of staff. The First Steps and Rising Reception children join at this time in the First Steps class and are supervised by the class teachers. Staff individually take the children to the door and handover to parents or carers collecting. If there is any change in collection an email and photograph have to be sent and the password will be asked at

collection. If anyone unauthorised arrives to collect a child, the parents or carers will be telephoned. All children are collected from the main entrance. Children who are staying for extended day can be collected from 4pm-6pm. First Steps and Rising Reception are supervised upstairs by two members of staff and Early Learners and Bright Beginners downstairs with a ratio of 1 to 3. Head of Nursery is on site continually and cover is arranged if required and she is not.

Tea is served 4.30pm with parents, extended day parents can make contact using the main telephone number or the mobile number or by emailing. Parents are required to notify the nursery in advance if another adult is collecting their child and supply a password that is unique to them. This applies to all children who attend the setting. At present there are no after school clubs at the setting.

6.2 There are no children who travel by minibus to or from the setting.

6.3 Little Downsend Ashted 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

7.1 If a pupil is not collected from school by 4pm and are not booked in for extended day, parents are telephoned or emailed, the children will be supervised in extended day until 6pm under the care of a member of staff or Head of School.

7.2 The following procedure will be followed when a pupil is not collected: The Head of Nursery, School Secretary or a designed adult will telephone the parents/ carers using the contact details given, to determine what time collection will be. If primary care is not able to be contact, the second contact will be called and then the third Emergency number given by parents and carers in case of emergency.

If a parent is late collecting from Extended Day, two members of staff must remain with the child until a parent or designated carer arrives (one member of staff should be Head of Nursery 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 make contact with any carers by 30 mins after the end of the extended day (6.30pm) the police will be called.

8 After School Activities

8.1 At present we have no after school clubs/ activities on site.

9 Sporting fixtures

9.1 There are no Sports fixtures for the children as all are 4 years or under. School staff supervise students when attending a trip to Downsend School or to Little Downsend Leatherhead. Children will travel to using school minibuses and they are supervised by school staff.

9.2 Parents are always informed of the finish times and where they must collect their children.

9.3 No pupil should leave an off site trip without the supervised and authorised handover to a

parent or carer.

- 9.4 The following procedure will be followed when a pupil is not collected from an off-site event if a parent has given consent their child can be collected from the venue. The Head of Nursery, School Secretary or a designed adult will telephone the parents/carers using the contact details given to determine what time collection will be. If primary care is not able to be contacted, the second contact will be called and then the third emergency number given by parents and carers in case of emergency.

If parents and emergency contacts are unable to be contacted the child will travel back to Little Downsend Ashted and can remain at Extended Day until 6.00pm, if no further contact has been made the police will be called at 6.30pm.

10 Travel to and from School on Buses

- 10.1 There is school bus service for travel to and from school at Little Downsend.

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 attend part-time in which case parents collect at 12pm or 1.30pm). Bright Beginners and Early Learners have permission from parents to go on local visits eg to Ashted Recreation Ground or to the local library. Trips are recorded on Evolve.

12 Specific Arrangements for Sixth Form

- 12.1 Little Downsend Ashted does not have a sixth form.

13 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 will be supported by a teaching assistant.
- 13.3 Pupils will never be in classrooms without a member of staff supervising them. Following a lesson: the last pupil will leave the classroom with adults and then the last remaining member of staff will check that all pupils have left before leaving the room themselves.

14 Supervision during PE Lessons, including Changing Arrangements

- 14.1 PE lessons are supervised by members of the teaching staff. Due to the age of the children, Rising Reception children come to school in their PE kits for Games lessons and do not need to change during the school day. Where children need to change clothes (due to toileting accidents), teaching staff supervise and assist with clothing (always in sight or listening proximity to colleagues) and they are mindful of the need for a pupil's privacy, with due regard for the Safeguarding and Child Protection Policy and the Intimate Care & Toileting Policy.

• 15 Medical Support

- 15.1 There is a qualified welfare officer on duty from 7.45am to 6.00pm every day. All staff at the setting are paediatric trained. 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 is encouraged to tell their class teacher and given the young age of the children, all staff are very vigilant to signs of a child becoming unwell during the day.

- **16 Supervision in Remote Locations**

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

For Educational Visits – please see Educational Visits policy.

- **17 Lost or Missing Children**

17.1 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 Nursery 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, Head of Little Downsend/Head of Nursery to carry out a check of the surrounding local area
- If the child is not found, Head of Little Downsend/Head of Nursery to contact the parents and School Secretary to call the Police.

17.2 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 wear a fluorescent jacket with the school's name. All children wear a wrist band with schools contact details. Different colour wrist bands will be worn if a child has a life-threatening allergy.
- Staff pupil ratios are correct and during trips regular roll calls are taken through the visit (eg entering and leaving coaches and/or new rooms/locations at the site). Children stay near designated group leader. Mobile phone number of trip leader shared with all staff. All children will be counted on entering and leaving the site. Class groups will stay together or in proximity.

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