

COGNITA



DOWNSEND
SCHOOL
Inspiring Young Minds
LITTLE DOWNSEND EPSOM

Pupil Supervision and Lost & Missing Children Policy

EUROPE

September 2025

1 Introduction

- 1.1 Little Downsend Epsom 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 Birds (early drop off for all year groups)	7.45am-8.30am
2-7 years	8.55am-3.30pm
2-7 years	Early Birds from 7.45-8.30am
2-6 years	Morning drop off 8.30-8.55am
2-7 years	Afternoon collection from 3.30-4pm
2-7 years	Extended Day from 4-6pm
Extended Day (for all year groups)	4-6pm

3 Start of Day Arrangements

- 3.1 When pupils arrive at school, they are expected to enter through the main front door and are greeted by the Head of Little Downsend/Head of School. 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. Teachers complete a register and the secretary confirms any missing children with the teacher.

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 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.

- 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 8.30am and a register is taken of all children who arrive for Early Birds. Early Birds is staffed daily by 3 members of staff. When parents bring children into school they sign them in and children are taken to the hall. At 8.20am children get ready to go to their classrooms. The front door closes at 8.20am to ensure all Early Birds children can be escorted to their classrooms. The main school door reopens at 8.30am once all Early Birds children are safely in their classrooms.

4 Break Time Arrangements

- 4.1 During break, the following arrangements are in place 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 lower half of the dining hall while Reception, Year 1 and Year 2 eat in the other half. Lunch starts at 12.10pm and finishes at 12.45pm. First Steps and Rising Reception go to their play areas at 12.50pm and Reception, Year 1 and 2 go onto the main playground 12.50-1.30pm.
- 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 on site, although there are 2/3 members of staff supervising First Steps and Rising Reception and 1 member 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 has a large undercover outside area so 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

- 6.1 Pupils are expected to leave the premises by their collection class time and/ or by 4pm, which is the time late class finishes, 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/carers: Reception through their external door and Year 1 and 2 through the gate. First Steps and Rising Reception children are handed to parents via the front door. Children are handed directly to club providers at 4pm and they are collected at the end by the extended day team. After School activities run from 3.30-4.30pm for Reception, Year 1 and Year 2 children (with the exception of Rugby Tots which also offer clubs for Rising Reception children and run from 3.30-4pm). Extended Day runs from 4-6pm and operates from the First Steps classroom. Initially, children are supervised while playing in the classroom 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 First Steps classroom 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 be released 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 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

- 7.1 If a pupil is not collected from school by 4pm, they go to Extended Day and if they are not booked in for Extended Day, parents are telephoned. The children will be supervised in extended day until 6pm under the care of a member of the Extended Day team/Head of School.
- 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/Head of Little Downsend 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. 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 Sporting Fixtures

- 9.1 PE staff supervise students when at fixtures. Only Year 2 pupils are involved in sports fixtures.
- 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 The following procedure will be followed when a pupil is not collected when offsite:
The lead offsite member of 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 is late collecting from the fixture, one member of staff will remain with the child (in Extended Day at Downsends 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. The bus service that runs each morning from Denham Road (near Little Downsends Epsom) to Downsends School is for children (Y3 upwards) from Downsends School and it is pre-booked by parents. Pupils 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.
- 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 and their parents or nominated adult comes to collect them.

12 Specific Arrangements for Sixth Form

- 12.1 Little Downsends Epsom 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 may 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 and then the supervising 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. 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 and the Intimate Care & Toileting 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.

15 Medical Support

- 15.1 There is a qualified welfare officer on duty from 7.45am to 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 their nearest adult in the first instance.

16 Supervision in Remote Locations

- 16.1 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 and sheds. Children are supervised at all times.

- 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
 - 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 Downsenr/Head of School to contact the parents and School Secretary to call the Police
- 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 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 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

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

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- 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. 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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