

COGNITA



**DOWNSEND
SCHOOL**

Inspiring Young Minds

LITTLE DOWNSEND LEATHERHEAD

Pupil Supervision and Lost & Missing Children Policy

EUROPE

September 2025

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 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
First Steps 2/3yrs	8.30 – 12.00/3.30pm
Rising Reception 3/4yrs	8.40 – 12.00/3.40pm
Reception 4/5yrs	8.35 – 3.35pm
Year 1 5/6yrs	8.45 – 3.45pm
Year 2 6/7yrs	8.25 – 3.50pm
Rising Reception after school clubs	3.30-4pm
Reception, Y1, Y1 after school clubs	3.30-4.50pm
All year groups Extended Day	4-6pm

3 Start of Day Arrangements

- 3.1 When pupils arrive at school, they are expected to arrive at their allocated arrive time and registers are taken at 9.00am. First Steps and Rising Reception enter through the main entrance door from the time above. Reception, Year One and Year Two enter through the senior house door.

When arriving at School pupils, parents and carers are greeted by the Head of School/Head of Little Downsend who is at the front door or a designated member of staff at the senior house door. Parents will hand over their children at the front door and children will be taken to their classrooms. Teachers complete a register, and the secretary confirms any missing children with the teacher. For those children who are marked absent the school secretary follows 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 Birds. All children are supervised in the playground, if wet the children are in two undercover areas in First Steps and Rising Reception. If it is particularly cold, they will be inside – First Steps and Rising Reception in Busy Bees class and Reception in Year 1 and Year 2 in Owls classroom. The front door closes at 8.20am to ensure all Early Birds children can be safely escorted to their classrooms and the door re-opens at 8.30am.

4 Break Time Arrangements

- 4.1 During break, the following arrangements are in place; Break time is 10.35 – 11am. Rising Reception have break on the playground and Reception, Year 1 and Year 2 have their break on the astro and field. First Steps have continuous provision so do not have structured break time arrangements
- 4.2 During break, the following supervision arrangements are in place: all staff are part of a rota to ensure full supervision is in place. Please see rota for details. If the weather is very wet, cold or snowing children will stay inside. Rising Reception will stay in their classrooms supervised by those members of staff who were on the duty rota. Reception, Year 1 and Year 2 will combine within their year groups in one of the year group classes and be supervised in each class by a member of staff on the rota.

5 Lunch Time Arrangements

- 5.1 During lunch, the following arrangements are in place: First Steps and Rising Reception eat lunch at 12 – 12.30. First Steps children who sleep will go to the designated sleep rooms. All other children will go out to play until 1.20pm on the playground and if wet they will play in the undercover outside areas.

Years R – Yr 2 go out to play 12.10 – 12.50 on the field and astro. At 12.50 they go to the dining room and eat lunch. Years R and Year 1 in one dining room and Year 2 in the other dining room. If it is wet, the same wet break time arrangements will be in place.

- 5.2 During lunch, the following supervision arrangements are in place: There are 4 members of staff in the First Steps dining room. Rising Reception are supervised by 2 members of staff. Reception and Year 1 are supervised by 3 members of staff and Year 2 have 1 member of staff supervising. The chef and two additional kitchen staff support serving food and collecting plates during the lunchtime.

6 End of School Day Arrangements

- 6.1 Pupils are expected to leave the premises by 4pm 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. There is a rota for staff responsible for being on the door to handover children. Head of school/Head of Little Downsend are on the main door and in the car park alerting staff to parents arriving. If it is not a parent or known person picking up the child, we request a password to be set up in order to ensure safety.

- 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 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 the Extended Day team.

The following procedure will be followed when a pupil is not collected: The Head of School, School Secretary or a designated 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 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 Head of School or another member of SLT). If the school is unable to contact 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 When attending an after-school activity, pupils are supervised by authorised adults. Each club provider and class teacher has a register. The school secretary advises if any child is absent. The children are collected by the club provider who is responsible for taking a register at the activity. As the children are collected from Senior House and taken to the club by the adult and the school site is small every child arrives as expected. Staff ensure children line up at the end of clubs and wait in the Hedgehogs classroom (or entrance hall of Main Building for Rising Reception Clubs) while awaiting collection by parents/carers.
- 8.2 No pupil should leave without the authorisation of the adult leading the activity subject to suitable and agreed handover arrangements.

The following procedure will be followed when a pupil is not collected by their parents/carers at the end of the After School Activity: The activity provider should alert the Head of school/Head of Little Downsend who are onsite until 6pm. The following procedure will be followed when a pupil is not collected: The Head or a designated adult will telephone the parents/ carers using the contact details given, to determine what time collection will be. If the primary carer 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 the school is unable to contact any carers by 30 mins after the end of the extended day (6.30pm) the police will be called.

9 Sporting Fixtures

- 9.1 PE staff supervise students when at fixtures within the correct ratios. 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: Staff 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.

If parents and emergency contacts are unable to be contacted the child will travel back to Little Downsend Leatherhead 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 Parents are responsible for ensuring that their children travel safely to and from school. Pupils are not supervised by school staff when travelling on the school bus service that runs each morning from Little Downsend Leatherhead to Downsend School. This service is for the older siblings (Y3 upwards) of children at Little Downsend Leatherhead and is pre-booked by parents. Pupils are expected to behave responsibly and to follow the driver's instructions. This includes always wearing a seat belt.

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 they attend part-time in which case parents/carers collect at 12pm or 1.30pm). This will be for offsite lessons at Downsend School – swimming (Reception, Y1 and Y2) and Games for Year 2 and occasional workshops at Downsend School or Little Downsend Epsom for pupils from Rising Reception to Y2. Children will be accompanied by members of staff for these visits. If pupils need to leave during the day for medical/other appointments requested parents/carers, this must be agreed in advance by Head of Little Downsend. All children are signed out either in the folder in the office or with an offsite form.

12 Specific Arrangements for Sixth Form

12.1 Little Downsend Leatherhead 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 Intimat 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 6.00pm every day. All staff at the setting are paediatric first day 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 should report to class teacher or all staff are very vigilant if a child becomes 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 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 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
- 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 and logo on the back. 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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