

# COGNITA



## DOWNSEND SCHOOL

*Inspiring Young Minds*

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

## **EUROPE**

### **Jan 26**

### 1 Introduction

- 1.1 Downsend 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.

### 2 Working Day

- 2.1 The school day is as follows:

Section	Age range	Timings
Downsend Junior	Year 3 Year 4 Year 5 Year 6	Arrival 8-8.30am Staggered departure from 3.45pm
Downsend Senior	Years 7-11	8.30am to 4.20pm
Downsend Sixth	Years 12 & 13	8:30am to 4:20pm

### 3 Start of Day Arrangements

- 3.1 When pupils arrive at school they are greeted by a member of the SLT at the Junior and Senior School entrances. Once allowed into the School, they are expected to be on the playground, supervised by a member of staff or, if in Year 3, supervised by a member of staff indoors. Should a child not arrive at school as expected on any day or recurrently, contact will be made with home as per the Children Absent from Education, Children Missing Education and Attendance Policy.

#### Downsend Sixth

Sixth is open from 8:00am and pupils who arrive sign in and can then access the building. Pupils arriving before 8:00am but after 7:45am can wait in reception area but will not be able to access the main part of the building until 8:00am.

All Sixth students can access the building and sign in for the day using their lanyards.

- 3.2 Before school,
- i) Early Club - there is an early arrival club supervised by a member of staff from 7.30am to 8.00am.
  - ii) Breakfast Club will operate from 8:00 a.m. to 8:30 a.m. and will be supervised by a member of staff at all times. Upon entry to Breakfast Club, pupils are expected to follow the school's established procedures and behaviour expectations. After pupils have eaten their breakfast, they may either remain in the Breakfast Club area or join other pupils in the designated start-of-day areas. These areas will also be fully supervised by school staff to ensure a safe and orderly environment.
- 3.3 The Bus Driver will be met by the Transport Coordinator on arrival at school. They will ensure that pupils disembark safely in order to enter via their usual Junior/Senior School entrance and make their way to the netball courts/astroturf, where a member of staff will supervise them.

#### Downsend Sixth

Pupils with onward journey to Sixth will meet the minibus driver outside the Creative Arts Building and leave for Sixth at 8:15am.

### **4 Break Time Arrangements**

- 4.1 During break, the following arrangements are in place. The children are either outside on the playground supervised by the Duty Team or in the Library supervised by the School Librarians. Under certain circumstances, they can be involved with an activity that will be supervised by an adult. Senior School pupils are allowed to remain in the Tregenna building where there is someone on duty break, the following arrangements are in place.
- 4.2 In the event of a wet break, duty staff supervise the children indoors, in Form Rooms.

#### **Downsend Sixth**

Students can be inside during break time and can access the cafeteria facilities and the classroom / library spaces as they need.

### **5 Lunch Time Arrangements**

- 5.1 During lunch, the following arrangements are in place: As per above, except the children have a staggered lunch and, in addition to being supervised as per morning break, they are supervised in the Dining Hall.
- 5.2 In the event of a wet lunch break, duty staff supervise the children indoors, in Form Rooms.

#### **Downsend Sixth**

Students are allowed to leave site during lunch time. They must make sure that they sign out at reception and that they are back on site and signed back in by 2:15pm at the latest for a prompt start to the afternoon session.

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

- 6.1 Pupils are expected to leave the premises by 4.30pm 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. All children should be registered at all after school activities. Any pupil who is on site and not at an authorised club or activity, should be at Extended Day/Supervised Study where they will be signed in and supervised.
- 6.2 For pupils travelling by bus, they meet at Extended Day/Supervised Study ahead of departure around 5.40pm. They are checked against the bus list and then escorted to the bus, where they are accompanied in boarding safely.
- 6.3 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)

#### **Downsend Sixth**

Students are free to leave site at 4:20pm after their last lesson. They must sign out on the Inventory system using their lanyard card. They can have access to the building up until 5:45pm and will be supervised during this period. Students will never be left on their own in the building.

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

- 7.1 If a pupil is not collected from school by the end of their school activity, they should either be supervised by the person in charge of that activity until the parents arrive or be brought to Extended Day/Supervised Study where they will be registered and supervised.

- 7.2 If a pupil is not collected at the end of Extended Day/Supervised Study, the Head of School or SLT on duty should be informed. They will then make arrangements to have the child collected, or taken home, as appropriate. If contact has not been achieved with anyone with the parent or emergency contact etc then the local authorities' children's social care will be contacted.

### **Downsend Sixth**

If a student is not collected at the end of the day the Head of School or member of staff on duty should be informed. They will then make arrangements to have the student collected or taken home, as appropriate. If contact has not been achieved with anyone with the parent or emergency contact etc. then the staff member will stay with the student until contact can be made. Local authorities' children's social care will be contacted if contact remains unsuccessful.

## **8 After School Activities**

Pupils attending after-school activities are supervised by authorised adults. Attendance is recorded on Teams, and the member of staff facilitating the activity is responsible for maintaining the register. At the conclusion of the activity, pupils are escorted to and dismissed via the Green Gate. Where a pupil does not attend a club that they are expected to attend, parents will be contacted.

- 8.1 No pupil should leave without the authorisation of the adult leading the activity. Pupils are registered through printed team lists on School Sports and their departure tracked by responsible staff member.
- 8.2 The following procedure will be followed when a pupil is not collected by their parents/carers at the end of the After School Activity: if a pupil is not collected by parents/carers at the end of the After School Activity, the activity leader will make contact with the parent/carer and arrange suitable supervision for the child. They will inform a member of the senior leadership team when this occurs.

### **Downsend Sixth**

Activities that take place at Downsend Sixth will be supervised by the staff member taking the activity. Students participating in activities at Downsend Main site will make their own way home after the activity has finished but if the case of non-collection they should alert the member of staff running the activity or another member of staff.

## **9 Sporting Fixtures**

- 9.1 PE staff supervise students when at fixtures- a minimum of 2 staff members should attend an off site fixture in case of emergencies, illnesses, or other events where one staff member has to supervise, and another has to look after an individual child. On the rare occasion this is not possible suitable arrangements must be made in agreement with the Head of 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 If a pupil is not collected by parents/carers at the end of the sports fixture, the staff member will make contact with the parent/carer and arrange suitable supervision for the child. They will inform a member of the senior leadership team when this occurs.

### **Downsend Sixth**

If a student is not collected by parents/carers at the end of the sports fixture, the staff member will make contact with the parent/carer and arrange suitable supervision for the child. They will inform a member of the senior leadership team when this occurs.

### **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 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.

#### **Downsend Sixth**

Depending on how students are progressing and if they are on target with their studies, permission may be granted for students to leave site during the day when they are not engaged in curriculum activities or in private study periods. This ability to leave site during the day will not take effect for any student until the second term of Year 12. All students when leaving and returning to Downsend Sixth will sign in and out using the Inventory system. Students in Sixth will have the opportunity to have free periods and also study periods. During study periods students must be in the library working either on their own or in small groups.

### **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 in certain subjects, for example food, art and science; the teacher may be supported by a technician.
- 12.3 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.

### **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 being present.

### **14 Medical Support**

- 14.1 There is at least one qualified welfare officer on duty from 08:30 until 16:30 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 Medical Room. There are signs around the building identifying first aiders and paediatric first aiders. Defibrillators are sited in the Pool lobby and the Sports Hall.

## Pupil Supervision and Lost & Missing Children Policy

### 15 Supervision in Remote Locations

- 15.1 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 and the woods. For Educational Visits – please see Educational Visits policy.

### 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- checklist (Appendix 1) is used as below and stored:



#### Missing Pupil ONSITE Reporting & Action Form

Pupil name	Form
Date	
Time absence noted	
Who reported	

#### Checks

Check	Time recorded & initial of checker	Notes
Inventory system sign ins		
ISAMS timetable & teacher		
Trips & Sports – away fixture		
Clubs / DJ Extended Day / Supervised Study		
LAMDA timetable		
Medical Room		
Counsellor		
Music – in case 1:1 lesson		
SEND – in case 1:1 lesson		
Toilets		
Ask friends		
Alert school office,		
Alert Senior Leadership, divide for speed		
Immediate building/grounds check		
Immediate area surrounding the school site		
Initiate fire drill		
Call parents		
Contact Maintenance for CCTV check		

#### OPEN ISAMS AND HAVE PERSONAL DETAILS READY

Member of exec/leadership to call and another to note and provide information

Name 1:	
Name 2:	

#### Call police & take notes, provide:

Name Date of Birth Address/phone number Parent details Clothes? Any disability, learning difficulty, or special educational needs Relevant comments/intel such as 'I'm going to run away.' The search may be expanded into the local area, focusing on the pupil's regular routes to and from school if known.
---

#### Follow-Up

Follow-Up Required
--------------------

**THIS MUST BE SCANNED AND ATTACHED TO DATABASE POST EVENT AND HARD COPY LOGGED**

- 16.2 In the instance that a child is thought to be lost or missing on whilst off-site we will follow the following procedure – checklist (Appendix 2) is used as below and stored:



### Missing Pupil OFFSITE Reporting & Action Form

Pupil name	
Date	
Time absence noted	
Who reported	

#### Checks

Check	Time recorded & initial of checker	Notes
Carry out roll call / headcount		
Retrace steps to where <u>pupil</u> last seen		
Alert management/security of <u>organisation</u> being visited		
Alert school office		
Ask other children for any relevant information		
If not found after 15 minutes call police		
If <u>not</u> found <u>after 15 minutes</u> school to alert parents		

#### Have personal details ready

Member of exec/leadership to call and another to note and provide information

Name 1:	
Name 2:	

#### Call police & take notes

Name Date of Birth Address/phone number Parent details Clothes? Any disability, learning difficulty, or special educational needs Relevant comments/intel such as 'I'm going to run away.' The search may be expanded into the local area.
---

#### Follow-Up

Follow-Up Required
--------------------

**THIS MUST BE SCANNED AND ATTACHED TO DATABASE POST EVENT AND HARD COPY LOGGED**

### Version control:

<b>Ownership and consultation</b>	
Document Sponsor	Director of Education (Europe and USA)
Document Author / Reviewer	Regional Safeguarding Lead (RSL) Reviewed by RSL June 2024 Reviewed by RSL May 2025
Consultation & Specialist Advice	
<b>Document application and publication</b>	
England	Yes
Wales	Yes
Spain	Yes
Switzerland	Yes
Italy	Yes
USA	Yes
Greece	Yes
<b>Version control</b>	
Current Review Date	September 2025
Next Review Date	September 2026
<b>Related documentation</b>	
Related documentation	Independent School Standards British Schools Overseas Standards Safeguarding Policy Children Absent from Education, Children Missing Education and Attendance Policy Educational Visits Policy