



DOWNSEND
SCHOOL

Pupil Supervision and Lost & Missing Children Policy

Downsend School

UK

2026

Registered in England & Wales - Cognita Schools Limited No. 02313425
Registered Office: Seebeck House, One Seebeck Place Knowlhill, Milton Keynes, Buckinghamshire, MK5 8FR

COGNITA

THRIVE IN A RAPIDLY EVOLVING WORLD

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, including those in the early years.

2. Working Day

2.1. The school day is as follows:

Age range	Timings
Little Downsend 0.5-Y2	8.30am – 3.30pm - Extended day until 6pm
Downsend Junior Year 3-6	8.30am – staggered dismissal from 3.45pm
Downsend Senior Year 7-11	8.30am – 4.20pm
Downsend Sixth Year 12-13	8.30am – 4.20pm

3. Start of Day Arrangements

3.1

Little Downsend

Pupils are expected to arrive at school during their allocated arrival time. The main school day arrival period begins at 8.30am, with children welcomed at their designated entrance by the Head of School, Head of Little Downsend or another designated member of staff. Parents/carers hand their child over to a member of staff, who ensures they are safely received into the setting.

Registers are taken at 9.00am. Where a child is absent and the school has not received notification, the School Secretary will follow up the unexplained absence by contacting the parent/carer by 9.30am. Children identified as vulnerable, including those with safeguarding, medical or additional needs, and children on sponsored visas, will be prioritised.

Attendance and lateness are monitored and followed up in accordance with the Child Absent from Education, Child Missing Education and Attendance Policy.

Downsend Main Site (Junior/Senior)

School doors open at 8.00am. All pupils are greeted on arrival at either the Junior School or Senior School entrance by a member of the Senior Management Team (SMT).

Between 8.00am and 8.25am, pupils are supervised by members of staff in the designated outdoor areas. At 8.25am, pupils are dismissed to their form rooms for morning registration and form time.

Should a pupil fail to arrive at school as expected, either on an individual occasion or recurrently, contact will be made with home in accordance with the school's Children Absent from Education, Children Missing Education and Attendance Policy.

Downsend Sixth

The Sixth Form building opens at 8.00am. Students arriving from this time may access the building and must sign in for the day using their school lanyard.

All Sixth Form students are expected to sign in promptly on arrival and to wear their lanyard while on the school site.

3.2 Before school, the following supervision arrangements are in place:

Little Downsend:

Early Birds operates from 7.45am to 8.20am, and a register is taken for all children attending. Children are appropriately supervised until they are handed over to their class staff.

Downsend Main Site:

Early Club operates from 7.30am to 8.00am and is supervised by a member of staff throughout.

Breakfast Club operates from 8.00am to 8.30am and is supervised by a member of staff at all times. Pupils attending Breakfast Club are expected to follow the school's established routines and behaviour expectations.

Once pupils have finished breakfast, they may either remain in the Breakfast Club area or join other pupils in the designated start-of-day areas. All areas are appropriately supervised by school staff to ensure a safe and orderly start to the school day.

Downsend Sixth

Pupils arriving between 7.45am and 8.00am may wait in the designated reception area but will not be permitted to access the main part of the building until 8.00am.

3.3 For pupils arriving at main site by bus:

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.

4 Break Time Arrangements

4.1 Little Downsend

During break time, Rising Reception, Reception, Year 1 and Year 2 have a designated morning and lunch breaks in age-appropriate outdoor areas. First Steps and below operate continuous provision and therefore does not have a structured break time.

During break times, children are supervised by staff in accordance with the school's duty rota to ensure appropriate levels of supervision are maintained. Staff are positioned across the designated areas to ensure children can be effectively supervised.

Downsend Main Site

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. Year 11 are allowed to use the Year 11 common room/pavilion which is supervised by a member of the duty team.

Downsend Sixth

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

4.2 During Wet break, the following supervision arrangements are in place:

Little Downsend

In the event of a wet break, duty staff supervise the children indoors, in Classrooms

Downsend Main site

In the event of a wet break, duty staff supervise the children indoors, in Form Rooms

Downsend Sixth

Pupils 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

Little Downsend

Lunchtime arrangements vary according to the age and needs of the children. Children eat lunch in their designated areas and are supervised by members of staff.

Following lunch, children who require a sleep are supported by staff to follow their individual sleep routines in the designated sleep areas. Children who do not sleep have supervised indoor or outdoor play, as appropriate.

Children are appropriately supervised throughout lunchtime in accordance with staffing ratios and the relevant duty rota. Appropriate supervision is maintained while children are eating, sleeping and taking part in indoor or outdoor play.

Downsend Main Site

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.

Downsend Sixth

Pupils 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.

5.2 During wet lunch, the following supervision arrangements are in place:

Little Downsend

In the event of a wet lunch break, duty staff supervise the children indoors, in Classrooms

Downsend Main Site

In the event of a wet lunch break, duty staff supervise the children indoors, in Form Rooms.

Downsend Sixth

If pupils remain at Sixth they are remotely supervised as in 4.1/4.2

6 End of School Day Arrangements

6.1

Little Downsend

Children are collected at the end of the school day by their parent/carer or an authorised adult. Children remain appropriately supervised until they are safely handed over to the person collecting them.

Parents/carers must inform the school in advance if someone different will be collecting their child. Where the person collecting is not known to staff, the school's agreed collection and password procedures will be followed. If an unauthorised or unexpected person arrives to collect a child, the child will not be released until appropriate checks have been completed with the parent/carer.

Children attending Extended Day or an after-school activity remain under the supervision of designated staff until they are collected. No child may remain elsewhere on the school site unless under the direct supervision of an authorised adult.

The school will comply with any court orders relating to the collection of children and contact arrangements. Where there are concerns or difficulties relating to collection arrangements, these will be managed in accordance with the school's Safeguarding and Child Protection Policy.

Downsend Main Site

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

All pupils are collected from a designated point and supervised handover is made by a member of school staff.

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.

6.1 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.

6.2 Schools will support any court orders in place, in relation to collection of pupils and contact arrangements. Should a parent/carer 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/carer and request they collect their child. Should a parent/carer, who is not due to collect their child arrive at the school with the aim of collection, then the parent/carer will be advised to make agreed arrangements. This communication will take place off site (see Safeguarding and Child Protection Policy).

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 Little Downsend

If a child has not been collected by 4.00pm and is not booked into Extended Day, the child will be supervised by the Extended Day team while the school attempts to contact their parent/carer. The school will contact the child's parents/carers using the contact details provided. If they cannot be reached, the school will contact the child's additional emergency contacts in the order provided.

If a child has not been collected by the end of Extended Day at 6.00pm, two members of staff will remain with the child, one of whom should be the Head of School or another appropriate senior member of staff.

If the school is unable to make contact with a parent/carer or emergency contact within 30 minutes of Extended Day closing, the school will follow its safeguarding procedures and seek advice from the appropriate external agency.

Downsend Main Site

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

- 8.1 When attending an after-school activity, pupils 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.
- 8.2 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:

Little Downsend's

If a child is not collected at the end of an activity, the activity leader will inform the Head of School, Head of Little Downsend or another designated member of staff. The school will attempt to contact the parent/carer and, if they cannot be reached, the additional emergency contacts provided.

The child will remain appropriately supervised until they are safely collected. If no parent/carer or emergency contact can be reached, the school will follow the Uncollected Children procedure and safeguarding procedures.

Downsend Main Site

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 pupils 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/carers 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/carer supervised.

9.4 The following procedure will be followed when a pupil is not collected from a sporting fixture:

Little Downsend and Downsend Main Site

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

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/carers are responsible for ensuring that their child (ren) 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.

10.2.1 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

11.1.1 It is expected that all pupils will be on site for the entire day unless they have specific permission to leave.

Little Downsend

Children may leave the site to attend planned activities, lessons, visits or workshops and will be appropriately supervised by members of staff in accordance with the school's procedures.

Where a child needs to leave during the school day for a medical appointment or other agreed reason, parents/carers should notify the school in advance. The child must be collected by their parent/carer or an authorised adult and signed out in accordance with the setting's procedures.

For children attending on a part-time basis, collection will take place at the end of their agreed session.

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 Specific Arrangements for Sixth Form

- 12.1 Downsend Sixth operates from a separate building to the main school site, and students are given increasing independence and responsibility for their own supervision as they progress through the Sixth Form. Supervision levels are adjusted accordingly:
- 12.2 During the school day, students have access to supervised study periods in the library and free periods during which they are not directly supervised by staff. Students are expected to sign in and out using the Inventory system at all times, including when moving between the Sixth Form building and the main site, so that their whereabouts are known throughout the day.
- 12.3 From the second term of Year 12, students who are meeting expectations and are not in scheduled lessons or private study periods may, with permission, leave the site during unsupervised time (as set out in Section 8). Before this arrangement begins, written agreement must be obtained from parents/carers confirming that they consent to their child being unsupervised during these periods and while off site.
- 12.4 Outside of formal lesson time, students in the Sixth Form building are not under constant staff supervision but remain on site and signed in; staff on duty are available and the building remains supervised until 5.45pm, in line with the end-of-day arrangements set out in Section 6. Students are never left in the building without a member of staff present.

13 Supervision Duties

- 13.1.1 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.
- 13.1.2 All classes will be supervised by the relevant teacher/staff member and in certain subjects, for example food, art and science; the teacher may be supported by a technician.
- 13.1.3 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

14.1.1 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 pupil 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

15.1.1 There is a qualified school nurse on duty from 9.00am to 4.30pm 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 teacher who will send them to the medical room to be seen by the nurse. There are signs around the building identifying first aiders and paediatric first aiders. Defibrillators are sited in the Pool lobby and the Sports Hall

16 Supervision in Remote Locations

16.1.1 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 pupil is lost or missing whilst on the school site we will follow the following procedure:

- Thorough search of school site conducted by SMT
- If not found then emergency evacuation of buildings + roll call.
- If still not found inform police + parents
- Review CCTV
- Complete Missing pupil Onsite Form as below:

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 & teacher for absence notes/trips/exams, etc.		
Medical Room		
Counsellor		
Music – in case 1:1 lesson		
SEND – in case 1:1 lesson		
Toilets		
Ask friends		
Alert school office, Alert Senior Management 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

17.1.1 In the instance that a pupil is thought to be lost or missing on whilst off-site we will follow the following procedure:



Missing Pupil OFFSITE Reporting & Action Form

Pupil name		Form	
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 organisation being visited		
Alert school office & Senior Management		
Ask other children for any relevant information		
If not found after 15 minutes call police		
If not found <u>after 15 minutes</u> school to alert parents		

OPEN ISAMS AND HAVE PERSONAL DETAILS READY

Call School office to provide info to to Senior 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 <u>pupil's</u> regular routes to and from school if known.
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Follow-Up

Follow-Up Required

This must be scanned and attached to the database on TEAMS post event and a hard copy logged

Version control:

Ownership and consultation	
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 Reviewed by RSL June 2026
Consultation & Specialist Advice	Head of Health and Safety – Europe and USA
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Related documentation	Independent School Standards British Schools Overseas Standards Safeguarding and Child Protection Policy Children Absent from Education, Child Missing Education and Attendance Policy Code of Conduct Educational Visits Policy