



# COGNITA

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

### **EUROPE**

### 1 Introduction

1.1 Oakfields Preparatory School 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
Nursery	8.40 Arrival 8:45 Registration 8.55am until 3pm
Reception	8.40 Arrival 8:45 Registration 8.55am until 3pm
Years 1 & 2	8:20 Arrival 8:45 Registration 8.45am until 3.15pm
Years 3, 4, 5 & 6	8.20 Arrival 8:35 Registration 8.35am until 3.30pm

### 3 Start of Day Arrangements

3.1 When pupils arrive at school, they are greeted by a member of staff at the designated drop-off point and are expected to go straight to their classroom. If a pupil does not arrive as expected and no notification has been received from the parent or carer, the school will follow up with a telephone call by 9:30am to establish the reason for the absence. In cases where a pupil's absence cannot be accounted for or raises concern, the school will follow procedures outlined in the **Child Absent from Education Policy**.

3.2 Before school, the following supervision arrangements are in place: Class teachers in their classrooms from 8:20am. Assigned staff members will be visual outside to meet and greet children.

### 4 Break Time Arrangements

4.1 During break, the following arrangements are in place, Kindergarten and Reception have access to their own designated outdoor area, which is always supervised by staff to ensure safety and support. Key Stage 1 and Key Stage 2 share a joint break time from 10:35am to 10:55am, with a minimum of three staff members on duty for supervision. In warm, dry weather, break time takes place on the school field, while during wetter months, it is held on the hard court to ensure safe play.

4.2 During break, the following supervision arrangements are in place: a minimum of three members of staff are on duty, with at least one being a fully qualified first aider. Children are supervised throughout to ensure their safety and wellbeing. In the event of wet play, designated staff are assigned to specific year groups to provide supervision, allowing teaching staff to take a comfort break. Each classroom is equipped with wet play resources for children to access and enjoy during indoor break periods.

### **5 Lunch Time Arrangements**

- 5.1 During lunch, the following arrangements are in place: Lunch time is structured to promote a calm and social environment. Tables are arranged to encourage conversation and positive interactions. Children are taken to the service counter in stages, with those who have food allergies or specific dietary needs served first. A variety of hot dishes are available from the hotplate, along with a salad bar for those who prefer lighter options. During the winter months, children also have the option of hot soup alongside their chosen meal. There is also a sweet trolley with a selection of desserts and fruit.

Lunch service begins at 11:30am with Kindergarten, Pre-Prep and Reception. At 12:15pm, Years 1 and 2 follow. Once tables are cleaned and the service area is prepared, the remaining year groups are welcomed in sequence: starting with Year 3, then Year 4, Year 5, and finally Year 6.

- 5.2 During lunch, the following supervision arrangements are in place: a range of supervision measures are in place to ensure the safety and wellbeing of all children. Staff members are positioned at the hotplate and salad bar to serve meals, while a designated catering team member manages the sweet trolley and monitors food allergies and dietary requirements. A staff member is always present in the dining hall to oversee the children's wellbeing, ensure tables are cleaned between sittings, and restock cutlery as needed.

Outside, at least three members of staff are on duty to supervise the playground and wait for instructions to send each year group into the dining hall in turn. Remaining children are actively monitored to ensure their safety during playtime. In the case of wet play, staff are allocated to specific year groups to supervise children indoors, with wet play resources available in each classroom for children to access if they wish.

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

- 6.1 Pupils are expected to leave the premises by 3:30pm unless they are attending an after-school activity. Children in Kindergarten, Pre-Prep, Reception, Year 1, and Year 2 who attend Wraparound Care are escorted by a member of staff at 3:30pm, while pupils in older year groups independently make their way to Wraparound.
- 6.2 Dismissal is staggered to ensure a calm and safe end to the day. Kindergarten, Pre-Prep and Reception are dismissed at 3:10pm from their designated area, followed by Years 1 and 2 at 3:15pm. Years 3, 4, 5, and 6 are dismissed at 3:25pm from their designated areas. Teaching staff supervise all dismissals. Older siblings are permitted to collect younger siblings and return to their own area for collection. Year 6 pupils with written permission to walk home are escorted offsite by a member of staff and safely seen across the road. No pupil should be in any other area of the school site unless under the direct supervision of an authorised adult.
- 6.3 Oakfields Preparatory School 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 3:40pm, they should be taken back into school where a member of staff will contact the parent or carer by telephone to establish the reason for the delay and receive further instructions. Before making contact, staff will check availability in Wraparound Care in case the child needs to be placed there temporarily. The child will always remain supervised until they are safely collected or alternative arrangements are confirmed. If the child is not collected by 4.30pm, and contact has not been achieved with anyone with PR/emergency contact etc then social services will be contacted. Havering MASH: 01708 433222 Thurrock MASH: 01375 652802

### **8 After School Activities**

When attending an after-school activity, pupils are supervised by authorised adults. 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 adult facilitating the after-school activity will radio the front office unless informed prior to after-school activity by class teacher with a reason for their absence.

- 8.2 No pupil should leave without the authorisation of the adult leading the activity, and only once suitable and agreed handover arrangements have been confirmed. This always ensures the safety and accountability of all pupils.

The following procedure will be followed when a pupil is not collected by their parents/carers at the end of the After School Activity: Parents/carers will be contacted by the after-school provider. If contact has not been achieved with anyone with PR/emergency contact etc following an hour of the agreed collection time, then social services will be contacted. Havering MASH: 01708 433222 Thurrock MASH: 01375 652802

### **9 Sporting Fixtures**

- 9.1 PE staff supervise students when at fixtures. A minimum of 2 staff members will be present in case of emergencies, illnesses, or other events where one staff member must supervise, and another must look after an individual child.
- 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 No staff member must leave the sporting fixture without checking that all children have been safely collected; routine checks of changing areas must be conducted.
- 9.5 The following procedure will be followed when a pupil is not collected: Parents/carers will be contacted by the lead staff member. If contact has not been achieved with anyone with PR/emergency contact etc following an hour of the agreed collection time, then social services will be contacted. Havering MASH: 01708 433222 Thurrock MASH: 01375 652802.

### **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. In such cases, children must be collected by a parent or carer at the front office, where they will be signed out before leaving the premises. This process ensures accurate safeguarding and attendance records.

### **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 a qualified welfare officer on duty from 8am to 4pm 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. They should inform their class teacher immediately. If the pupil becomes unwell during break time, they should report to a designated member of staff on duty. The pupil will then be assessed and, if necessary, referred to the appropriate staff member for further care and parents or carers will be contacted if required.

### **15 Supervision in Remote Locations**

15.1 Some potentially dangerous areas of the school are out of bounds to unsupervised pupils. These include the basement, maintenance, catering and caretaking areas of the school. 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:

- If a teacher suspects that a child is missing from a lesson or activity, they will contact the nearest member of SLT and school office immediately.
- All remaining children will be kept safe in a secure place with adequate adult supervision, including assistance from other school staff if necessary.
- A full headcount will be taken by the teacher-in-charge and matched against the register.

- A senior member of staff will complete a thorough search of the building and/or site and immediate surroundings including storage areas and toilets. A thorough check of all exits will be made, to ensure all gates/doors are locked and there is no other way a pupil could have left the site.
- If something is discovered, the SLT member must be immediately informed.
- The following list held in the school office will be checked: attendance register, off-site records and other school clubs.
- If the child is not found after this initial search, the school office will inform the Assistant Director of Education (Cognita Head Office), including where a child is found wandering or at risk of being lost or missing. The Designated Safeguarding Lead in school will be notified immediately, and they will ensure that the child's parents have been informed by the responsible teacher.
- The Headteacher, or SLT member in the absence of the Head, will decide at which point the police will be called.
- All relevant emergency contacts for children will be used to inform parent/carer(s) accordingly. However, until such time as the child is safely returned to the care of the parent/carer(s), the Headteacher will remain responsible for the care and welfare of the child, including off-site.
- As soon as is practicable, the Serious Incident Reporting Form (SIRF) will be completed by the Headteacher and sent to the PA to the Head of Facilities. The responsible class teacher will make a contemporaneous record to provide full details of the incident in the school's incident report book.
- A note will also be made on the school's attendance register accordingly.
- Near misses will also be recorded and reported to the Director of Education and details fully provided in writing to the school's safeguarding governance committee (SGC). This report will outline the steps being taken to avoid any repeat incident, the Pupil Supervision and Lost & Missing Children Policy, communication with parents and actions to be taken following the risk assessment process to mitigate future risk.
- Any relevant policy and procedure must be reviewed (E.g. Pupil Supervision and Lost & Missing Children Policy) by the school and submitted to UK compliance committee for approval, via Head of Education Compliance.
- All incidents will be reported to the Head of Facilities, Head Office, for the attention of our insurers, as appropriate. Staff must try to remember and write down a description of what the child was wearing and any distinct features.
- If a missing child has any special medical or learning needs, then these need to be noted to be disclosed to the police or other agencies.
- A thorough search of the premises should continue until the child is found.

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:

- The visit leader must ensure the safety of the remaining pupils. At least two adults must stay with the remaining pupils.
- One or more adult must immediately start to search for the child.
- If the child is not found after this initial search, then the trip leader will contact the trip office where they are visiting and police.
- The visit leader should alert the school office or in the case of out of hours, the nominated school contact so that the school is aware the police has been contacted.
- The school will make arrangements to contact the parents/carers after a discussion with the police.



### Version control:

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