

COGNITA



Oakfields
Preparatory School

Pupil Supervision and Lost & Missing Children Policy

September 2021

Pupil Supervision and Lost & Missing Children Policy

1 Introduction

- 1.1 Oakfields Preparatory School takes seriously its responsibility to ensure that pupils are supervised properly at all times to ensure their safety while on school premises or on out of school visits. Staff who supervise are mindful of our Safeguarding and Child Protection Policy, Anti Bullying Policy 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	8:45 – 8:55 until 3pm
Pre-Prep	8:35 – 8:45 until 3:15pm
Year 1 and Year 2	8:35 – 8:45 until 3:15pm
Year 3, 4, 5, 6	8:20 – 8:35 until 3:30pm

3 Start of Day Arrangements

- 3.1 When pupils arrive at school they are expected to head straight to their classroom after being greeted by a member of staff.
- 3.2 Before school, the following supervision arrangements are in place:
- Door rota to meet and greet children
 - Class teachers in their classroom for 8:20 to greet children
 - Member of the site team on the front gate

4 Break Time Arrangements

- 4.1 During break, the following arrangements are in place:
- KS1 are on the tennis courts
 - KS2 are on the field
 - Children are not allowed entrance back into the main building once break time has begun unless accompanied by an adult
 - In the event of bad weather, all children remain in their classroom
- 4.2 During break, the following supervision arrangements are in place:
- There will always be staff supervising the children in line with the break time duty rota
 - Paediatric first aid trained staff available

5 Lunch Time Arrangements

- 5.1 During lunch, the following arrangements are in place
- KS1 are on the tennis courts
 - KS2 are on the field
 - Children are not allowed entrance back into the main building once break time has begun unless accompanied by an adult
 - In the event of bad weather, all children remain in their classroom
 - There is a staggered serving for lunches
 - At present, children are eating their lunch from their classrooms
- 5.2 During lunch, the following supervision arrangements are in place:
- There will always be staff supervising the children in line with the lunch duty rota
 - Paediatric first aid trained staff available

6 End of School Day Arrangements

6.1 Pupils are expected to leave the premises by 3:40 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.

7 Non-Collection Arrangements at End of Formal School Day

7.1 If a pupil is not collected from school by 10 minutes after their collection time has ended they will be escorted to the front school office.

7.2 The following procedure will be followed when a pupil is not collected:

- Parents/carers will be contacted
- If contacts do not respond to phone calls then social services will be contacted

8 After School Activities

8.1 When attending an after-school activity, pupils are supervised by authorised adults. The adult is responsible for taking a register at the activity.

8.2 No pupil should leave without the authorisation of the adult leading the activity

8.3 The following procedure will be followed when a pupil is not collected:

- Parents/carers will be contacted by the after school provider
- If contacts do not respond to phone calls then social services will be contacted

9 Sporting Fixtures

9.1 PE staff supervise students when at fixtures.

9.2 Parents are always informed of the finish times.

9.3 No pupil should leave without the authorisation of the adult leading the activity.

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

- Parents/carers will be contacted by the after school provider
- If contacts do not respond to phone calls then social services will be contacted

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.

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.

12 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 technician.

13 Supervision during PE Lessons, including Changing Arrangements

14.1 PE lessons are supervised by members of the teaching staff. When 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.

14 Medical Support

15.1 There is a qualified welfare officer on duty from 8 to 4 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 class teacher.

15 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 and our grounds.

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; usually the class teacher or nominated person.
- A senior member of staff will make 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 officer in school will be notified immediately and they will ensure that the 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 remains 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 visit leader (off site) or responsible form/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 must outline the steps being taken to avoid any repeat incident, 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

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 distinguishing 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 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 these remaining pupils.
- 1 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 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 after a discussion with the police.

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Ownership and consultation	
Document sponsor (role)	Group Legal Counsel
Document author (name)	Alison Barnett, Regional Safeguarding Lead
Consultation – April 2017	Heads at: Breaside Prep, Salcombe Prep, Meoncross, Polam and Southbank Hampstead. Assistant Directors of Education: Robin Davies and Danuta Tomasz.

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