



Oakfields
Preparatory School

COGNITA

Pupil Supervision and Lost & Missing Children Policy

September 2023

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	8:45am – 8:55am until 3pm
Pre-Prep, Yr.1 and Yr2	8:35am – 8:45am until 3:15pm
Yr. 3, 4, 5 and 6	8:20am –8:35am 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. Please make sure you include how handover happens.

3.2 Before school, the following supervision arrangements are in place: Class teachers in their classrooms from 8:20am. A door rota to meet and greet children.

4 Break Time Arrangements

4.1 During break, the following arrangements are in place KS1 on the tennis courts, KS2 on the field. Children are not allowed back into the main building once break time has begun unless accompanied by an adult. In the event of bad weather all children are to remain in their classroom and be supervised by an adult.

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

- Always be staff supervising children in line with the break time duty rota
- Paediatric First Aid Staff will be available

5 Lunch Time Arrangements

5.1 During lunch, the following arrangements are in place. Pre-Prep children will stay within the Pre-Prep areas. KS 1 children will be on the tennis courts and KS2 will be on the school field.

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

- Children are not allowed back into the main building once break time has begun unless accompanied by an adult.
- In the event of bad weather all children are to remain in their classroom and be supervised by an adult.
- Always be staff supervising children in line with the break time duty rota
- Paediatric First Aid Staff will be available
- Staggered servings for lunch times with adult supervision
- EYFS children eat their lunches in their classrooms with adult supervision.

6 End of School Day Arrangements

6.1 Pupils are expected to leave the premises within 10 minutes of their allocated leaving time 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. Children are dismissed by their class teacher at their allocated collection points.

7 Non-Collection Arrangements at End of Formal School Day

- 7.1 If a pupil is not collected from school within 10 minutes of their allocated collection time they will be escorted to the front office and parents will be contacted. If necessary, the child should then go to Superclubs, if registered and they have space.
- 7.2 The following procedure will be followed when a pupil is not collected: Parent/ Carers will be contacted. If contacts do not respond to communication, 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 facilitating the after-school activity is responsible for taking a register at the activity. If a child is expected but does not arrive the teacher will radio the front office.
- 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 by their parents/carers at the end of the After School Activity: Parent/ Carers will be contacted by the after-school provider. If contacts do not respond to communication, then social services will be contacted.

9 Sporting Fixtures

- 9.1 PE staff supervise students when at fixtures- there will be a minimum of 2 staff members in case of emergencies, illnesses, or other events where one staff member has to supervise, and another has to 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 The following procedure will be followed when a pupil is not collected: Parent/ Carers will be contacted. If contacts do not respond to communication, 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 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

15.1 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. 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 the basement, maintenance areas, catering and caretaking areas of the school.

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 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 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 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 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 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.
- 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 and the trip office where they are visiting.
- 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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