

**COGNITA**

**St Margaret's Preparatory  
School**



**Pupil Supervision  
and  
Lost and Missing Pupils  
Policy**

**September 2018**

### Our Vision

- We want... every child to love coming to school and to love learning.
- We want... all children to feel secure and cared for.
- We believe... in teaching the whole child and finding exciting ways to enhance their learning experience so that when they leave St. Margaret's, they say what a fantastic school it is in every way.

### And this is what we aim to do

- Provide a high quality education, where children can grow in knowledge and understanding.
- Equip all children with appropriate skills, attitudes and values.
- Create an environment where every child can fulfil their potential.
- Encourage every child to benefit from our caring staff and fine facilities.
- Enable every child to communicate with confidence in every situation.
- Treat every child with the highest standards of courtesy, loyalty, honesty and fairness, and expect the same from them in return.

### 1 Introduction

- 1.1 St Margaret's 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-Year 2	08.30-15.30 (after school clubs run to 17.00)
Year 3-6	08.30-15.50 (sports/music activities run from 08.00, after school clubs run to 17.00)

### 3 Start of Day Arrangements

- 3.1 Pupils arriving before 8.30 to should wait with the adult dropping them off until the school opens at 8.30.
- 3.2 Before school, the following supervision arrangements are in place: Pupils booked into Early Waiters should be in the Nursery where they are supervised by staff. Pupils involved in a pre school activity will be looked after by the staff leading the activity.
- 3.3 Pupils arriving by bus make their way to their classrooms unless they in KS1 or below where they are accompanied to their classroom by a member of staff .

### 4 Break Time Arrangements

- 4.1 During break, the following arrangements are in place:

All pupils are supervised by members of staff who undertake lunch and break duty on a rota basis. Duty staff supervise the playground and dining hall throughout the duration of break time. Detailed duty rotas are used to show staff when they are on duty, and what the expectations are, and further instructions are displayed on the staff noticeboard.

The adventure playground is supervised at all times when it is used, with strict limits on numbers, when in use.

Ball games and other equipment are to be used at the discretion of the staff on duty, but if used, time must be given to allow all equipment to be collect and stored away safely at the end of the break time.

In the event of a wet break/lunch the pupils are supervised in their classrooms. Year 6 pupils are assigned to rooms to play sensible games with the children. Duty staff patrol the rooms and all staff are expected to work together to ensure supervision is of a suitable level.

### **5 Lunch Time Arrangements**

5.1 During lunch, the arrangements as per break time are in place with addition of two lunch time assistants

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

5.2 Pupils are expected to leave the premises by 4.00 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.

5.3 Pupils are dismissed to parents/carers by the form teacher or a designated alternate teacher. If pupils are not collected and are not involved in an after school activity they are taken to Late Waiters and the office informed to contact parents.

5.4 Pupils travelling by bus are registered in the Gallery before embarkation.

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

6.1 If a pupil is not collected from school by 3.50 they are taken to late waiters and the office informed to contact parents.

6.2 The following procedure will be followed when a pupil is not collected: The office is informed in the first instance and the child is taken to Late Waiters. Contact is made with parents as to why the pupil has not been collected. A member of staff will remain on site with the pupil(s) until they have been collected.

### **7 After School Activities**

7.1 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

7.2 The following procedure will be followed when a pupil is not collected: The office is informed in the first instance and the child is taken to Late Waiters. Contact is made with parents as to why the pupil has not been collected. A member of staff will remain on site with the pupil(s) until they have been collected.

### **8 Sporting Fixtures**

8.1 PE staff supervise students when at fixtures.

8.2 Parents are always informed of the finish times.

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: If the fixture is an away fixture the pupil(s) will be brought back to school. They are then taken to Late Waiters. Contact is made with parents as to why the pupil has not been collected. A member of staff will remain on site with the pupil(s) until they have been collected. Pupils involved in a home fixture will be taken to Late Waiters.

### **9 Travel to and from School on Buses**

- 9.1 Parents are responsible for ensuring that their children travel safely to and from school. Pupils on the Flagfinders bus 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. Pupils travelling in the school car are supervised by a chaperone.
- 9.2 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 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.

### **11 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.

### **12 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.

### **13 Medical Support**

- 15.1 There are staff with first aid training on duty from 08.00 to 17.00 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 may ask them to come to the school office.

### **14 Supervision in Remote Locations**

- 16.1 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.

### **15 Lost or Missing Children**

- 15.1 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 LT and school office immediately. The Headmaster will also be informed.

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 register will be taken by the teacher-in-charge.
- A 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. The music pods will be checked. If something is discovered, the LT member and Headmaster must be immediately informed.
- The following held in the school office will be checked: attendance register, pupil sign in/out register.
- If the child is not found after this initial search and/or approximately 10 minutes from the initial report of them deemed missing, the school office will inform the Assistant Director of Education
- The Headteacher, or Deputy Head in the absence of the Head, will decide at which point the police will be called in liaison with the Assistant Director of Education if possible.
- 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.
- The visit leader (off site) or responsible form/class teacher will make a contemporaneous record to provide full details of the incident. A note will also be made on the school's attendance register accordingly.
- Near misses will also be recorded and reported to the Assistant 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.
- All incidents will be reported to the Cognita SSC.
- 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.

### **Following the Incident**

- It is in everyone's interest to resolve what has happened as quickly as possible, consistent with a fair and thorough investigation.
- The written findings of the investigation must be reported by the Headmaster to Cognita SSC within 48 hours of the incident.
- Where the child is under two years of age, Ofsted must be informed of the incident under our separate registration arrangements. Local authority children's social care should also be informed of any missing child in the early years, and our usual local authority safeguarding and child protection arrangements followed.
- All relevant policies and procedures will immediately be reviewed and revisions presented formally to the Assistant Director of Education for approval within 5 working days.

## Pupil Supervision and Lost and Missing Pupils Policy

- The parent/carer(s) will be involved at all times.
- Following receipt of our investigative report, the Director of Education will report his conclusions as to the next steps to further safeguard and promote the welfare of children in the care of the school to the UK compliance committee.
- Where the parent/carer(s) remain concerned despite reassurances informally by the school, they may choose to use the school's complaints procedure accordingly.

15.2 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 remaining pupils. At least two adults must stay with them.
- One or more adults should immediately start to search for the child.
- If the child is not found within 5 minutes, the visit leader must then contact the police by telephoning 999 (within the UK or similar equivalent number if overseas).
- The visit leader should alert the school office, or in the case of out-of-hours, the nominated school contact for the trip, that the police have been contacted. The Headmaster must also be informed. The school will make arrangements to notify the parents accordingly. The remaining procedures outlined above will then be followed.

<b>Ownership and consultation</b>	
Document sponsor (role)	Director of Education
Document author (name)	Alison Barnett, Safeguarding Adviser
Consultation – April 2017	Heads at: Breaside Prep, Salcombe Prep, Meoncross, Polam and Southbank Hampstead. Assistant Directors of Education: Robin Davies and Danuta Tomasz.

<b>Audience</b>	
Audience	Parents of pupils at Cognita schools School staff

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Wales	Yes
Spain	Yes

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<b>Related documentation</b>	
Related documentation	Independent School Standards British Schools Overseas Standards

