

COGNITA

St Margaret's Preparatory School



Pupil Supervision and Lost & Missing Children Policy

2025

EUROPE

Our Ethos

The **ethos** of St Margaret's is to provide a high-quality all-round education, in a happy and caring family atmosphere, so that each child is well prepared for the opportunities and challenges that they will face in life.

Our Aim

Our **aim** is for every child to enjoy their learning journey, achieve their very best and to become responsible global citizens who can work together co-operatively and with respect for others.



1 Introduction

- 1.1 <School name> 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. <delete if no EY pupils>

2 Working Day

- 2.1 The school day is as follows:

Age range	Timings
	<Add and delete rows as required>

3 Start of Day Arrangements

- 3.1 When pupils arrive at school, they are expected to <insert – make clear if arrangements are different for age groups>. Please make sure you include how handover happens and what occurs should a child not arrive as expected (signpost to Child Absent from Education Policy)
- 3.2 Before school, the following supervision arrangements are in place: <insert>.
- 3.3 For pupils arriving by bus, <insert if there are specific arrangements/delete if not>. Please make sure you include how handover happens and how you ensure all children are safely off the bus and where they need to be.

4 Break Time Arrangements

- 4.1 During break, the following arrangements are in place <insert – make clear if arrangements are different for age groups>.
- 4.2 During break, the following supervision arrangements are in place: <insert>.
Remember to include arrangements for wet play

5 Lunch Time Arrangements

- 5.1 During lunch, the following arrangements are in place <insert – make clear if arrangements are different for age groups>.
- 5.2 During lunch, the following supervision arrangements are in place: <insert>.
Remember to include arrangements for wet play

6 End of School Day Arrangements

- 6.1 Pupils are expected to leave the premises by <insert> 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. Insert how children are supervised to leave the school site and handover happens.
- 6.2 For pupils travelling by bus, <insert if there are specific arrangements/delete if not>. Please make sure you include how handover happens, supervision in place, and how you ensure all children are safely on the bus.

6.3 <insert>

Schools 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 <insert>, they should <insert>.

7.2 The following procedure will be followed when a pupil is not collected: <insert- please include a statement that if children are not collected by x time, and contact has not been achieved with anyone with PR/emergency contact etc then your local authorities' children's social care will be contacted.>.

8 After School Activities

8.1 When attending an after-school activity, pupils are supervised by authorised adults < insert handover arrangements>. The adult facilitating the after-school activity is responsible for taking a register at the activity. Insert staff procedures for when a child does not arrive as expected.

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: <insert>.

9 Sporting Fixtures

9.1 PE staff supervise students when at fixtures-please consider having 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. <insert>

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 <insert>.

9.5 The following procedure will be followed when a pupil is not collected: <insert>.

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. <amend if you have different arrangements for specific year groups>

12 Specific Arrangements for Sixth Form

- 12.1 <insert> Please include levels of supervision and the need for parental written agreement for times when the children are unsupervised.

13 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.
- 13.3 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 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.

15 Medical Support

- 15.1 There is a qualified welfare officer on duty from <insert> to <insert> 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 <insert>.

16 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 and the woods. <remove if this does not apply>
For Educational Visits – please see Educational Visits policy.

17 Lost or Missing Children

- 17.1 In the instance that a child is lost or missing whilst on the school site we will follow the following procedure:
<insert>
- 17.2 In the instance that a child is thought to be lost or missing on whilst off-site we will follow the following procedure:
<insert>

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