

COGNITA

St Margaret's Preparatory School



Pupil Supervision and Lost & Missing Children Policy

September 2025

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.



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Break

This Policy applies to the whole school and to the Nursery at St Margaret's.

Pupil Supervision and Lost & Missing Children Policy

Introduction

- 1.1 St Margaret's Prep 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	8.30 - 3.30pm (Lunchtime collection for some pupils at 1pm or as parents request)
Reception	8.30 am – 3.30 pm
Pre-Prep	8.30 am – 3.30pm
Prep	8.30 am – 3.50pm

3 Start of Day Arrangements

When pupils arrive at school they are expected to:

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- 1.1 Nursery and Reception: be delivered to a teacher by parent or carer.
- Pre-Prep: be delivered to the door of the LAF building where a member of staff greets the child.
 - Prep: be dropped on the school premises by the parent or carer and the child then make their way to their form room.
 - Late arrivals go to the office, where a member of the office staff will ensure that the child is delivered to the appropriate class (EYFS and Pre-Prep) or will check that the child is able to walk to their form room themselves (Prep).

3.2 Before school, the following supervision arrangements are in place: Larks runs in the Nursery from 7.30 am until 8.30 am daily. Children are booked into this service by parents and carers, and it is run by member of St. Margaret's staff. Parents are asked not to drop their children before 8.30 am unless their child is booked into Larks (and delivered to staff where the Larks staff complete a register) or they are a child participating in an early morning club. If children are attending early morning clubs a member of staff will complete a register as the children arrive.

4 Break Time Arrangements

During break, the following arrangements are in place:

Children below Prep age are accompanied and collected from the playgrounds by their teachers. Prep children make their way to the playground and walk in lines with staff to return to school after break.

During break, the following supervision arrangements are in place: Staff are on duty on each of the playgrounds. If in use, the Adventure Playground is supervised and there is a limit on the number of children using this area. The duty rota is checked every morning to ensure that all requirements are met. If a child needs to stay inside at break time they remain with a member of staff or they sit in the library where they can be monitored by office staff.

If it is deemed to be a wet play, then duty staff walk between classrooms in Prep and Pre-Prep and Year 6 children provide support in each classroom.

In EYFS teachers monitor the classrooms according to the required ratios.

5 Lunch Time Arrangements

During lunch, the following arrangements are in place:

Nursery (N2 & N3) children have their lunch in Nursery and then go to their play area.

In N4, Reception and Pre-Prep children are accompanied to the dining hall by their teachers and collected by duty staff from the dining hall after lunch. Supervision in the dining hall is provided by the teachers and LTAs who are on duty; this rota is checked every morning during staff briefing or if there is no briefing, Mrs Griffith or Mrs Morelli check staff duty allocation. Supervision on the playgrounds after lunch is again provided by the teachers and LTAs on duty in the same way that it is at breaktimes. If in use the Adventure Playground is supervised and there is a limit on the number of children using this area.

Prep children walk to the hall for lunch at the end of their lessons and duty staff are positioned in the hall during lunchtime. Children walk to the playground after lunch as they do at break time and are accompanied in at the end of lunchtime by the staff on duty.

If it is deemed to be a wet playtime, the staff on duty provide supervision in classrooms. For EYFS ratios are checked daily by Mrs Griffith and/or Mrs Bull.

6 End of School Day Arrangements

6.1 Pupils are expected to leave the premises by 3.30pm (EYFS and Pre-Prep) and 3.50pm (for Prep) unless they are attending an after-school activity or Owls. No pupils may be in any other area of the school site unless under the direct supervision of an authorised adult so if a child is attending a club the member of staff or adult provides this supervision; a club register will also be completed.

6.2 At the end of the school day or at the end of the club/Owls, the member of staff dismisses every child to a parent or carer (or an adult who is named on the child's collection list which is filled in annually by parents). This is an individual handover for all children. St. Margaret's provides Owls from 4pm until 6pm if the child is booked in by the parents or carers. Children are also handed over the parents individually at the end of this session, when the parent or carer arrives to collect them. A register is kept in Owls and parents sign to confirm they have collected their child.

6.3 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 4pm they should be taken to Owls in the Nursery.

The following procedure will be followed when a pupil is not collected: children will be cared for in Owls and their parents or carers contacted for further information. If a child is not collected by 6pm there is always a member of the LT on site who will remain with the child until they are collected.

7.2 If children are not collected by 6.45pm, and contact has not been achieved with anyone with PR/emergency contact etc then the LT member will contact Essex children's social care.

8 After School Activities

8.1 When attending an after-school activity, pupils are supervised by authorised adults; the child's form teacher will organise for the child to be taken to their club and handed over to the adult in charge. The adult facilitating the after-school activity is responsible for taking a register at the activity. If the child does not arrive at their club as expected (and according to the register) then their form teacher is immediately found, and further information sought (for example has the child been dismissed to their parents). If the form teacher cannot provide this information immediately then a member of LT would be informed as the child would be deemed to be missing and the appropriate procedures initiated.

8.2 No pupil should leave without the authorisation of the adult leading the activity subject to suitable and agreed handover arrangements. At St. Margaret's this means that children can only be collected by adults named on their collection list – or if the parent has informed us in writing of a different collection arrangement for that day.

The following procedure will be followed when a pupil is not collected by their parents/carers at the end of the After School Activity: children will be taken to the Owls provision which runs to 6pm, and if they are not collected at that point, then the Non-Collection arrangements will take place.

9 Sporting Fixtures

PE staff supervise students when at fixtures-and ratios of staff to pupils are signed off by both the EVC and the Headteacher. We work hard to have a minimum of 2 staff members in case of emergencies, illnesses or other events where one staff member has to supervise and the other has to look after an individual child.

Parents are always informed of the finish times and where they must collect their children.

No pupil should leave the sporting fixture and the supervision of the staff member without their authorisation and their handover to their parent supervised.

The following procedure will be followed when a pupil is not collected: PE staff will remain with the child and contact parents for information. Staff will stay with the child until parents or carers arrive to collect the child or they will accompany the child back to school on the match bus if the parent cannot collect in time from an away fixture.

10 Leaving the Site during the School Day

It is expected that all pupils will be on site for the entire day unless they have specific permission to leave. If they leave the site with an adult they will be signed out by the office and normal collection arrangements will apply.

11 Supervision Duties

11.1 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.

11.2 All classes will be supervised by the relevant teacher sometimes supported by a Teaching Assistant.

11.3 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.

12 Supervision during PE Lessons, including Changing Arrangements

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.

13 Medical Support

There are qualified staff on duty from 7.30am to 6pm 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 Form Teacher or any other member of staff.

14 Supervision in Remote Locations

14.1 Some potentially dangerous areas of the school are out of bounds to unsupervised pupils. These include science laboratory, Food Tech space (small hall) and the grounds, maintenance, catering and caretaking areas of the school and the Forest School Area.

For Educational Visits – please see Educational Visits policy.

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 Headteacher 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.
- The Receptionist will co-ordinate a team to 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. There is a site plan in the office and a missing pupil document – this breaks the site down into areas to facilitate a thorough and quick search. If something is discovered, the LT member and Headteacher 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 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 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 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 Headteacher to Cognita SSC within 48 hours of the incident.
- 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 Director of Education for approval within 5 working days.
- 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.

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 Head must also be informed. The school will make arrangements to notify the parents accordingly. The remaining procedures outlined above will then be followed.

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