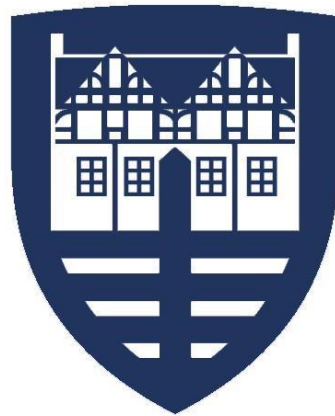


**Cognita Schools Ltd**

# **Pupil Supervision and Lost and Missing Children Policy**

**Meoncross School**



**September 2018**

## Pupil Supervision Policy

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### 1 Introduction

- 1.1 Meoncross 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	9.00am – 4.00pm (core sessions)
KS1 - KS2	8.45am – 3.45pm
KS3 – KS4	8.45am – 3.50pm

### 3 Start of Day Arrangements

- 3.1 When pupils arrive at school they are expected to make their way to the relevant area of the school for their age range; Infant pupils are supervised on the Astro-Turf, Junior pupils are supervised on the Junior playground and Senior pupils are supervised on the school field.
- 3.2 Before school, the following supervision arrangements are in place: teaching staff are on duty as per the whole school duty rota in all of the above three areas.
- 3.3 Pupils arriving by bus, make their way to the relevant supervised area.

### 4 Break Time and Lunch Time Arrangements

- 4.1 Teaching staff undertake weekly daytime supervisory duty throughout the academic year, in every area of the school. We particularly encourage staff to be aware of pupils interacting in a way which could be considered bullying, or of pupils who seem distressed. During lunch, staff are on duty in the Dining Hall and all outside areas.

### 5 End of School Day Arrangements

- 5.1 Pupils are expected to leave the premises as soon as the end of day bell is rung 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.
- 5.2 Senior School pupils travelling by bus make their way to the school field area in front of Burnt House, Infant and Junior pupils are escorted by a member of staff to the relevant bus.

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

- 6.1 If a pupil is not collected from school, Senior School pupils are taken to Homework Club and Lower School pupils are taken to After School Care by the members of staff on duty.
- 6.2 The following procedure will be followed when a pupil is not collected: The member of staff on duty informs the School Office who contacts the relevant pupil's parents to arrange collection.

### 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.

- 7.3 The following procedure will be followed when a pupil is not collected: The member of staff responsible for the club contacts the pupil's parent to arrange collection as soon as possible and the staff member supervises the child until they are collected.

### **8 Sporting Fixtures**

- 8.1 PE staff supervise students when at fixtures.
- 8.2 Parents are always informed of the finish times.
- 9.3 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: The member of staff responsible for the club contacts the pupil's parent to arrange collection as soon as possible and the staff member supervises the child until they are collected.

### **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 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 Head 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 as per the school 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.

### **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 is a qualified first aider on duty from 7am 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 a teacher or the School Office in the first instance.

### **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:
- 15.2 For children in the Early Years, we must only release children into the care of individuals who have been notified to us by the parent/carer(s) in advance, and we must ensure that children do not leave the premises unsupervised. We must take all reasonable steps to prevent unauthorised persons entering the premises, and have an agreed procedure for checking the identity of visitors.
- 15.3 The member of staff who notices a child is absent checks the register or speaks with the Head of EYFS or Deputy to check if the child is sick, has gone home, or temporarily left the site for an appointment.
- 15.4 The Head of EYFS alerts the other Nursery staff and telephones the school office alerting them of the possible disappearance. The message would read: Code Red – ‘Child’s name’. At this point, a note is made of the time of disappearance. The staff must respond to the message with a positive or negative sighting.

If there remains any doubt as to where the child is, the Nursery team will undertake an immediate search the following areas:

Nursery staff 1 & 2	The Nursery rooms, Nursery toilets, Infant classrooms and toilet and Nursery garden.
School Office	Library, Staff Room, Staff Toilet, Dining room, Gymnasium, Main house.
Nursery staff 3	Junior block, Junior playground, Senior block, maintenance area and behind the Jubilee building.

If the child is still missing, the Head or Head of EYFS calls and alerts the police. A full description and photo of the child is made available to them on arrival by the Head of EYFS as well as the estimated time of disappearance.

Other children are then kept inside the Nursery all together with all doors closed. They are reassured and read a story.

The remaining staff report to the Library where the Head or Head of EYFS will allocate responsibilities so that the school and its surrounding areas can be searched effectively. All staff are to take a mobile telephone and report into the office every 10minutes.

Search of wider area.

A mobile telephone must be taken by each group. High visibility jackets should be worn. The Head of EYFS should advise the search groups of the address of the missing child as he/she may well attempt to go home.

At all times, parents can be assured that all children remain within the safe environment of our school/setting, including attendance at any outings. We ensure that proper precautions are taken to prevent children going missing.

- 15.5 If any child is found to leave the premises without permission of the school and parents, they will be deemed to have broken the school’s code of conduct and the application of appropriate and proportionate sanctions will be considered by the Head accordingly.

- 15.6 It is the responsibility of parents to ensure they provide correct and updated information on a timely basis and know the procedures for handover of their child.
- 15.7 No child leaves our supervision and care without an appropriate adult. In order to achieve this aim, we operate the following procedures at our school:
- 15.8 In the instance that a child is thought to be lost or missing on whilst off-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 lists held in the school office will be checked: attendance register, and off site records. 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 Head and 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 Head, 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 Head 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 Head 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 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. 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.

### Following the Incident

- 2.1. 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 Head to Cognita Head Office within 48 hours of the occurrence of the incident. Local authority children's social care should 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. 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.

### Procedures following a Child Missing from an Off Site Location

- 3.1. The visit leader must ensure the safety of remaining pupils. At least two adults must stay with them whilst 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 school will make arrangements to notify the parents accordingly. The remaining procedures outlined above in sections 4 and 5 will then be followed.

### Monitoring & Evaluation

This policy and our procedures will be reviewed annually and more frequently following a near miss or missing child incident. **Compliance with this policy is reported formally to the Safeguarding Governance Committee (SGC) with the Head reporting any changes including management actions accordingly.** If, as a parent, you are not happy with the way that you or your child is treated by any member of staff you should consider raising your concern with the Head. You may find it helpful to refer to our formal complaints procedure for guidance. This procedure emphasises the importance of resolving any concerns informally and at the earliest possible opportunity. We expect our parents to

share any concerns informally with us so that we can continuously improve the quality of education at our school.

Our school's leadership team ensure that we monitor the quality and compliance of our accident and incident reports at our compliance committee meetings. The Headmistress ensures that staff are sufficiently trained and experienced to be compliant at all times; particularly during school trips and visits. The Safeguarding Governance Committee (SGC) is chaired by an Independent Chair who will maintain an overview of the effectiveness of this policy and local school practice in this regard, providing appropriate governance scrutiny and challenge

## Pupil Supervision Policy

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<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.

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Spain	Yes

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