

COGNITA

Pupil Supervision and Lost & Missing Children Policy



MEONCROSS SCHOOL

September 2024

Pupil Supervision and Lost & Missing Children Policy

1 Introduction

- 1.1 Meoncross 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 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	8.45 – 15.50
EYFS	8.45 – 15.50
Lower School	8.45 – 15.50
Upper School	8.45 – 15.55

3 Start of Day Arrangements

- 3.1 When pupils arrive at school, they are expected to
Nursery Pupils are taken straight to Nursery. Handed over to Nursery Staff.
Reception pupils are taken straight to Classrooms at the start of Autumn Term and transition to the Astro when ready. Handed over to duty staff in each area.
Key Stage 1 pupils meet on the Astro. Handed over to duty staff.
Key stage 2 Pupils meet on the Junior Playground. Staff on duty from 8.30
Key Stage 3 and 4 use the general outside areas independently with staff circulating on duty.
- 3.2 Wrap around care is available through Creative Kidz and places are bookable directly with them. Staff are available and on duty in each area from 8.30.
- 3.3 Pupils arriving by bus are dropped off within the school grounds outside Burnt House. If a pupil is expected on the bus but has not turned up the bus driver will report this to the school office.

4 Break Time Arrangements

- 4.1 During break, the following arrangements are in place:
Nursery and Reception are supervised by their class teachers as part of the EYFS continuous provision.
In the Lower School two members of staff are on duty at break time.
In the Upper School staff are on duty in designated zones both outside and in the Hall.
- 4.2 During wet break, the following supervision arrangements are in place:
Pupils return to their form rooms and are supervised by their Form Tutor, supported by other staff.

5 Lunch Time Arrangements

- 5.1 During lunch, the following arrangements are in place .
Nursery pupils are brought to lunch in the Hall and are supervised by their key staff.
Key Stage 1 and Key Stage 2 are supervised in the Hall by a duty member of staff assisted by a member of the Catering team.
Key Stage 3 and 4 have a staggered lunch and are supervised in the Hall by a duty member of staff.

- 5.2 During lunch, the following supervision arrangements are in place:
Nursery are supervised by their key staff.
Reception and Key Stage 1 are supervised in the Infant Playground by 2 members of staff.
Key Stage 2 are supervised by 2 members of staff in the Junior playground.
Key Stage 3 and 4 are supervised by staff in designated zones of the school site.

6 End of School Day Arrangements

- 6.1 Pupils are expected to leave the premises by 4.00pm 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.
- 6.2 Nursery pupils are collected by parents from the Nursery door or handed over to staff from Creative Kidz for wraparound care.
Reception and Key Stage 1 pupils are dismissed by staff to parents at their relevant door.
Key Stage 2 pupils are brought downstairs by staff and dismissed to parents unless there is prior written permission for them to leave the site in a alternative way.
Key Stage 3 and 4 pupils are dismissed by their form tutors at the end of the day and leave site according to parental wishes.
SLT have an after school rota to enable them to deal with any pupil still onsite after 4.00 pm.
- 6.3 Upper School pupils travelling by bus make their way to the tarmac area in front of Burnt house to access their bus, Lower School pupils are escorted by a member of staff to the relevant bus. The bus registers are kept updated by the office staff and a member of the office team checks that each bus has the correct pupils on board before they leave.

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 as expected, Upper School pupils will attend homework club. Lower School Pupils will initially remain with their form teacher until there is further clarification of the situation.
- 7.2 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.
- 7.3 If children are not collected by 6.00 pm, and contact has not been achieved with anyone with PR/emergency contact then Hampshire 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. The adult is responsible for taking a register at the activity.

If a pupil does not arrive at an activity they are expected at, the adult in charge of the activity will contact the school office so they can make contact with the parent to see if they have collected.

- 8.2 No pupil should leave without the authorisation of the adult leading the activity unless specifically arranged with the parents

The following procedure will be followed when a pupil is not collected by their parents/carers at the end of the After School Activity: The adult running the activity, or the school office will make contact with the parent to arrange collection as quickly as possible. The pupil will remain under the supervision of the adult running the activity until such time as they are collected.

9 Sporting Fixtures

- 9.1 PE staff supervise students when at fixtures.
- 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: The member of staff responsible for the fixture contacts the pupil's parent to arrange collection as soon as possible and the staff member supervises the child until they are collected.

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. Senior Prefects, on a designated rota are allowed to leave site at lunchtime, they must sign out at the school office before they leave and upon their return they must sign back in.

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 First Aider on duty from 7.00am to 6.00pm 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 of the school office in the first instance.

15 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.

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:

In the instance that a EYFS child is lost or missing whilst on the school site we will follow the following procedure: 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. 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.

In the instance that a pupil from any other year group is thought to be lost or missing on whilst on-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: 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.

- 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 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 procedures outlined above in 'Following the incident' should 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.

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