

COGNITA



GLENESK
Pre-Prep School & Nursery

Pupil Supervision and Lost & Missing Children Policy

EUROPE

September 2025

Introduction

- 1.1 Glenesk 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.

Working Day

- The school day is as follows:

Age range	Timings
2-4 years mornings	8.40-12.00 or 12.30
2-4 years mornings including lunch	8.40-1.30
2-4 years All day	8.40-3.20
4-5 years	8.30-3.30
5-7 years	8.30-3.45
Early Birds	7.45 - 8.30
Clubs	3.45 – 4.30
Stay & Play	3.30 – 6.00

Start of Day Arrangements

- When pupils arrive at school, they are expected to When Nursery pupils arrive at school, they are expected be taken to the school front door (where they will be met by a member of staff) by their parent or responsible adult.

When Year 1 and 2 pupils arrive at school they can be dropped off in the drop off bay outside the school front door (where they will be met by a member of staff) and the child can make they own way to their classroom.

If a child from Nursery arrives after the expected time they go to the Nursery door and are let in by one of the nursery staff. The nursery staff will inform the main office to ensure the register can be updated.

If a child in Rising Reception, Reception, Year 1 and Year 2 arrives after the expected time they would go to the main door and be let into school by a member of the office staff. The office staff will guide the children to their classroom and update the register.

- 3.2 Before school, the following supervision arrangements are in place:

7:45am-8:30 am Early Birds in the Studio and outside.

Break Time Arrangements

During break, the following arrangements are in place. For Reception, Year 1 and 2, there is a daily staff Duty Rota to ensure supervision on the Playgrounds. The same duty rota is in place for wet breaks, where children play in their classrooms

For Rising Reception and Nursery, there are separate staff Duty Rota to ensure supervision on their Playgrounds. The same duty rota is in place for wet breaks, where children play in their classrooms

Lunch Time Arrangements

A duty rota is in place to ensure children are supported and supervised during lunchtime. **All** children are supervised by Paediatric First Aiders whilst eating.

11.30am Nursery eat in the Studio

12.30pm Rising Reception eat in the Studio

Reception, Year 1 and Year 2 eat in the hall

A rota is in place to supervise the children out playing from 1:00pm-1:30pm. The same rotas are in place when it is wet play. The children when raining will play in their classrooms.

6 End of School Day Arrangements

6.1

Early Years Pupils are expected to leave the premises by 3.30pm and KS1 pupils by 3.45pm, unless they are attending an after-school activity. Children attending clubs leave at 4.30pm. Children attending Stay & Play, may stay until 6pm. No pupils may be in any other area of the school site unless under the direct supervision of an authorised adult.

Nursery children leave via the Nursery door and are handed to the parent/carer by a Member of the nursery team. Children will only be handed to adults that we are expecting to collect the child. Parents must advise if someone different is collecting via email and ideally provide a photograph of the person collecting. If no photograph is available, a password must be provided.

Rising Reception, Reception and Year 1 staff will bring the children in their class to the main glass doors. Children will only be handed to adults that we are expecting to collect the child. Parents must advise if someone different is collecting via email and ideally provide a photograph of the person collecting. If no photograph is available, a password must be provided.

Year 2 staff will bring the children in their class to the main front door. Children will only be handed to adults that we are expecting to collect the child. Parents must advise if someone different is collecting via email and ideally provide a photograph of the person collecting. If no photograph is available, a password must be provided.

Stay and Play operates from the end of the school day until 6:00pm in the Studio and Outside. Staff must sign the children in and then out once collected by the parent/carer.

- 6.2 Glenesk School 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 10 minutes after their expected collection time they should be taken to Stay & Play. The office staff should be informed and the child's parents contacted. If the office staff are not present, a member of the Stay & Play team should contact the parent.
- 7.2 The following procedure will be followed when a pupil is not collected:
- Ring the child's parents
 - Ring the other emergency contacts on their contacts list
 - If there is no response from any of the child's contacts a member of the SLT (Lisa Meredith-Bennett, Caroline Tod, Rachel Beirne, Angie Thomas) will come and wait with the child
 - If no contact has been made with the child's parent or emergency contact by 6.30pm then your local authorities' children's social care will be contacted

8 After School Activities

All staff are issued with a Clubs and Stay & Play list, a copy of which is on the "Clubs and Wraparound care" notice board in hallway corridor. When attending an after-school activity, pupils are supervised by authorised adults

The adult facilitating the after-school activity is responsible for taking a register at the activity. If a child does not arrive at the activity, the facilitator should check the whereabouts of the child with the class teacher

When attending an after-school activity, pupils are supervised by authorised adults The adult facilitating the after-school activity is responsible for taking a register at the activity. If a child does not arrive as expected the member of staff will contact the class teacher to check if they were absent, if they were collected by a parent or if they have gone to Stay and Play by mistake. If the child is still unaccounted the Lost and Missing (see 15 below) element of this policy would be followed.

No pupil should leave without the authorisation of the adult leading the activity The following procedure will be followed when a pupil is not collected by their parents/carers at the end of the After School Activity:

- Ring the child's parents
- Ring the other emergency contacts on their contacts list
 - If there is no response from any of the child's contacts a member of the SLT (Lisa Meredith-Bennett, Caroline Tod, Rachel Beirne, Angie Thomas) will come and wait with the child
- If no contact has been made with the child's parent or emergency contact by 6.30pm then your local authorities' children's social care will be contacted

Sporting Fixtures

- PE staff supervise students when at fixtures. There will be 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.
 - 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 school office should be contacted and contact made with the parent. The Glenesk member of PE staff must remain with the child until they are collected by their parent or a named adult.

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.

11 Supervision Duties

- 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.

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.

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 is a qualified welfare officer on duty from 8:00am to 16:30pm 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 staff member, who will then find a First Aider. A qualified Paediatric First Aider is on site every

until 6:00pm.

14 Supervision in Remote Locations

Some potentially dangerous areas of the school are out of bounds to unsupervised pupils. These include the swimming pool area and the grounds, maintenance areas, catering and caretaking areas of the school and the combine harvester climbing frame.

For Educational Visits – please see Educational Visits policy.

15 Lost or Missing Children

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

The Headteacher is to be informed, and a search instigated immediately

- The register should be checked to establish which child is missing
- Staff will be allocated to check grounds and rooms to ensure the child has not hidden or been locked in anywhere within the boundary. Care must be taken to ensure all other children on site are safe whilst the search is underway.
- Staff must be aware that they should remain calm in order not to cause panic among the children.
- The search will be overseen by the Headmistress with the school office used as the reporting site. If the Headmistress is not on site, the Deputy Head will take over these responsibilities.
- The Headmistress will contact the parent/carers – constant liaison will be maintained via the school office
- If the child is not found immediately the police will be informed. Police will be given:-
 - the school's address
 - The next of kin of the child
 - A description of the child, including age, sex and full information
 - about clothing child was wearing at the time of disappearance
 - Any information as to a possible reason why the child may have gone missing (ie an argument etc)
- which members of staff are searching and the school mobile number, if in use.
- If the child is found safe parents and police will be informed immediately. A report will be prepared for Cognita and Ofsted. Risk Assessments will be re-assessed by the SLT in light of the incident and amendments made, if necessary

In the instance that a child is thought to be lost or missing on whilst **off-site** we will follow the following procedure:

Keep the rest of the group together and check the register again.

- Inform site personnel. Ensure the rest of group is safe and kept together.
- Instigate search of immediate area with other site staff.
- The Group Leader should inform the Headteacher immediately, who will contact parents as well as the Police, if the child is not found quickly.
- If the child is not found quickly advice must be taken from the Police as to how the search should be widened.
- The Group Leader must ensure that constant liaison is maintained with the Headteacher who will document the incident.
- If the child is found safe parents and police will be informed immediately. A report will be prepared for Cognita and Ofsted. Risk Assessments will be re-assessed by the SLT in light of the incident and amendments made, if necessary

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