

COGNITA



GLENESK
Pre-Prep School & Nursery

Pupil Supervision and Lost & Missing Children Policy

Whole school & EYFS

September 2021

Pupil Supervision and Lost & Missing Children Policy

1 Introduction

1.1 Glensesk School 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
2-4 years mornings	8.40-12.00
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

3 Start of Day Arrangements

3.1 When Nursery to Reception pupils arrive at school they are expected to be taken to their class by their parent or responsible adult.

When Year 1 and 2 pupils arrive at school they are expected to be taken to their class by their parent or responsible adult or to go directly to their own classroom

3.2 Before school, the following supervision arrangements are in place: Children are escorted to the Stay & Play classroom by their parent or a responsible adult to join Early Birds.

3.3 Glensesk does not provide a bus service for pupils

4 Break Time Arrangements

4.1 During break, the following arrangements are in place: There is a daily Duty Rota to ensure supervision on the Playgrounds

4.2 During break, the following supervision arrangements are in place: Staff are on Duty both in the Rising Reception playground and the Main Playground. A similar arrangement is in place for wet breaks in the classrooms

5 Lunch Time Arrangements

5.1 During lunch, the following arrangements are in place:

A duty rota is in place to ensure children are supported and supervised during lunchtimes

6 End of School Day Arrangements

- 6.1 Pupils are expected to leave the premises by 3.30 (Early Years) or 3.45 (KS1) 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.

7 Non-Collection Arrangements at End of Formal School Day

- 7.1 If a pupil is not collected from school at normal 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, the Stay & Play staff should contact the parent.
- 7.2 The following procedure will be followed when a pupil is not collected: The child should remain in Stay & Play until they are collected. If no contact can be made with the parent, then the Head Teacher/Deputy Head/Senior member of staff should be contacted and remain at school with the child until contact is made with the parent or another named adult

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.
- 8.2 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:
If a pupil is not collected from school at normal 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, the Stay & Play staff should contact the parent.
- 8.4 The following procedure will be followed when a pupil is not collected: The child should remain in Stay & Play until they are collected. If no contact can be made with the parent, then the Head Teacher/Deputy Head/Senior member of staff should be contacted and remain at school with the child until contact is made with the parent or another named adult

9 Sporting Fixtures

- 9.1 PE staff supervise students when at fixtures.
- 9.2 Parents are always informed of the finish times.
- 9.3 No pupil should leave without the authorisation of the adult leading the activity.
- 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 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.

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.

12 Specific Arrangements for Sixth Form

- 12.1 Not applicable at Glenesk

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.

14 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.

15 Medical Support

- 15.1 There is a qualified welfare officer/First Aid co-ordinator on duty from 8.30 to 4.30 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 the first aid co-ordinator in the school office.

16 Supervision in Remote Locations

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

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:
- The Headmistress 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

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:

- 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 Headmistress 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 Headmistress who will document the incident.

Reporting and Evaluating

- As soon as is practicable, the Serious Incident Reporting Form (SIRF) will be completed by the Headteacher and visit leader/teacher involved
- The school's ADE should be informed. The report should be passed to the School's safeguarding committee
- Policies should be reviewed in light of events

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Ownership and consultation	
Document sponsor (role)	Group Legal Counsel
Document author (name)	Alison Barnett, Regional Safeguarding Lead
Consultation – April 2017	Heads at: Breaside Prep, Salcombe Prep, Meoncross, Polam and Southbank Hampstead. Assistant Directors of Education: Robin Davies and Danuta Tomasz.

Audience	
Audience	Parents of pupils at Cognita schools School staff

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Wales	Yes
Spain	Yes

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Related documentation	
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