

# COGNITA

## Pupil Supervision and Lost & Missing Children Policy



HYDESVILLE  
TOWER SCHOOL

September 2024

## Pupil Supervision and Lost & Missing Children Policy

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### 1 Introduction

- 1.1 Hydesville Tower School 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 (3-4)	9.00 am – 3.25 pm core 8-6pm wraparound
Lower Prep (4-7)	8.45 am – 3.30 pm
Upper Prep (7-11)	8.45 am – 3.45 pm
Senior (11-16)	

### 3 Start of Day Arrangements

- 3.1 When pupils arrive at school, they are expected to:

#### Nursery

Children are able to arrive from 8am for breakfast club until 9am when the Nursery day commences. Pupils are also entitled to use the 7.30am facility. If children do not arrive by 9.15am when the register is taken on ISAMS, the office are notified to call parents for an explanation of absence.

#### Prep School

Pupils in Reception, Year 1 and Year 2 are supervised by their parents or carers until 8.45am when they handover their child to the class teacher in the Lower Prep playground. For Years 3 to 6, pupils may arrive at school from 8.30am through the main school gate (Upper Prep Playground), where they will be supervised by the member of staff on morning supervision duty. Any pupils who arrive before these times, must be booked in our Breakfast Club which runs from 7.30am. In addition, a member of the SLT will also undertake gate duty on the Lower Prep and Upper Prep school gates. Any pupils arriving on the minibus are escorted to the Breakfast Club staff or class teacher by the driver. At 8.45 am, teachers collect pupils in their class from the Lower Prep and Upper Prep playgrounds.

#### Senior School

When senior pupils arrive at school, they are expected to be registered in their form rooms by 8.45am. Pupils who arrive at school between 8.00 and 8.25am should attend morning supervision in room 28 accompanied by a designated member of staff. Pupils should not be anywhere else on school site during this time. From 8.25am pupils should go to their lockers and then go straight to their form room where they will be supervised by their form tutor. Once the form morning register is completed by 8.50am, the office team will identify any pupils who are absent and make the necessary contact with parents.

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

Between 7.30 am and 8.45 am (Nursery may use the provision from 7.30am- 8am, whereby Mrs Leigh brings children over to Nursery) Prep School pupils can be booked into our Breakfast Club, run by Mrs Leigh (Before and After School Club co-ordinator) in the Dining Hall.

Nursery wraparound care commences at 8am, between core hours and the last collection is at 6pm.

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Pupils in Reception, Year 1 and Year 2 are supervised by their parents or carers until 8.45 am when they handover to the class teacher. For Years 3 to Year 6, pupils may be brought to school at 8.30am whilst being supervised by a member of staff on morning duty.

Senior pupils may arrive at school from 8.00 am onwards for morning supervision. Morning Supervision is available 8.00 am - 8.25 am where they are registered and supervised by a member of staff in room 28. There is no supervision available for Senior pupils before 8.00 am.

- 3.3 Pupils in Prep School requiring an early drop off may attend the supervised Breakfast Club from 7.30 am to 8.45 am, for an additional charge. Pupils will be fed a choice of breakfast and then have supervised play activities. Pupils are signed into the Breakfast Club.
- 3.4 For pupils arriving by bus, they will be driven on to the main playground, and be escorted to the relevant location in school subsequently.

### **4 Break Time Arrangements**

- 4.1 During break, the following arrangements are in place:

Children will play outside, provided the weather is reasonable. In the event of wet conditions, pupils return to classrooms. In the Senior school, pupils are supervised in allocated classrooms by allocated teachers.

- 4.2 Two members of staff are present and assigned as on duty. In Senior school there is one member of staff present and assigned on duty. If wet conditions prevail, the duty staff and prefects/monitors supervise the pupils.

### **5 Lunch Time Arrangements**

- 5.1 The same arrangements and supervision apply at lunchtime.

### **6 End of School Day Arrangements**

- 6.1 For Reception, Year 1 and Year 2, pupils are dismissed at 3.30 pm from the Lower Prep playground. Pupils in Year 3 to Year 11, are dismissed from the main school gate at 3.45 pm. Pupils are expected to leave the premises by 4 pm 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. Senior school extracurricular activities take place 3.50-4.30pm in the appropriate classrooms. Senior school homework club takes place 3.50-4.30pm in the library. Pupils then either make their way home at 4.30pm or are collected from school as agreed with parents.
- 6.2 For pupils travelling by minibus, all Prep School are escorted by their class teachers to the Dining Hall at 3.45 pm, where they are registered by the minibus escort and chaperoned to their designated minibus and driver. Senior School pupils will assemble on the school yard at 3.45 pm and go on the designated bus after being registered by the driver.
- 6.2 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)

### **6.3 After School Club (ASC)**

Pupils requiring a late pick up may attend the supervised ASC from 3.30 pm for Lower Prep and 3.45 pm for Upper Prep to 6.00 pm, for an additional charge.

- 6.4 Pupils in the Nursery wraparound have a light tea at 4.30 pm. Other pupils in the ASC or Homework Club have supervised homework followed by organised play activities. Pupils are signed into the ASC and signed out on collection by parents.

### **7 Non-Collection Arrangements at End of Formal School Day**

- 7.1 If a pupil is not collected from school by handover time they will be taken to the ASC and the parents charged.

- 7.2 The following procedure will be followed when a pupil is not collected:

The parents will be contacted by the staff member supervising the ASC. If a pupil has not been collected by 6 pm, a member of SLT will be informed. A member of SLT will then attempt to contact the child's emergency contact and then contact the local authorities' children's social care. Nursery staff also record the details of late children on a 'Late Collection Log', which is regularly reviewed for reoccurrences.

### **8 After School Activities**

- 8.1 When attending an after-school activity, pupils are supervised by authorised members of staff. The adult facilitating the after-school activity is responsible for taking a register at the activity on paper or on Microsoft Teams and dismissing to parents after the session. If a child does not arrive as expected, the member of staff leading the activity or a member of the office team will establish contact with parents to ascertain the child's whereabouts.

- 8.2 No pupil should leave without the authorisation of the adult leading the activity subject to suitable and agreed handover arrangements.

- 8.3 The following procedure will be followed when a pupil is not collected by their parents/carers at the end of the After School Activity:

They will be taken to ASC and parents contacted and charged.

### **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:

They will be taken to ASC and parents contacted and charged.

### **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 or are on a supervised activity or outing.

### **12 Supervision Duties**

- 12.1 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.
- 12.2 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**

- 13.1 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**

- 14.1 There is a qualified welfare officer on duty from 7.30 am to 6.00 pm 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 office or if before or after the formal open times of school (8.00 am – 4.45 pm), go to Mrs Leigh in Breakfast Club or ASC. All Nursery staff hold a Paediatric First Aid Certificate and are in possession of a school mobile in the event of an emergency.

### **15 Supervision in Remote Locations**

- 15.1 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 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 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

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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 list held in the school office will be checked: attendance register, off site records, and other school clubs.

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 Headteacher and Director of Education/Education Executive (Cognita Head Office), including where a child is found wandering or at risk of being lost or missing. The DSL in school will be notified immediately and they will ensure that the parents have been informed by the responsible teacher. The Headteacher (or SLT member in the absence of the Headteacher), 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 Headteacher remains responsible for the care and welfare of the child, including off site.

As soon as is practicable, the Serious Incident Reporting Form will be completed by the Headteacher and sent to Cognita's Head of Education Compliance. The Group 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 Director of Education/Education Executive and details fully provided in writing to the school's governance panel or meeting. 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 and submitted to UK compliance committee for approval, via Head of Education Compliance.

All incidents will be reported to Deryck Silk/Nadia Burn, School Support Centre, 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 Headteacher to Cognita SSC within 48 hours of the occurrence of the incident.

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Where the child is within the EYFS age range, Ofsted must be informed of the incident. Local Authority Children's Social Care should also be informed.

All relevant policies and procedures will immediately be reviewed, and revisions presented formally to the Director of Education/Education Executive for approval within 5 working days.

The parent/carer(s) will be involved at all times.

Following receipt of our investigative report, the Group Director of Education will report their 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 whilst off-site we will follow the following procedure:

The Group 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 Group Leader must then contact the police by telephoning 999.

The Group 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.

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### Version control:

<b>Ownership and consultation</b>	
Document Sponsor	Group Director of Education
Document Author / Reviewer	Regional Safeguarding Lead (RSL) Reviewed by RSL June 2024
Consultation & Specialist Advice	
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