

# COGNITA



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

### **EUROPE**

September 2025

### 1 Introduction

- 1.1 King's School and Nursery 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.

### 2 Working Day

- 2.1 The school day is as follows:

Age range	Timings
0-4	7.30am by arrangement then 8am until 6pm
FS2 to Year 6	8.00am – 3.45pm
Pre School Care	7.30am – 8.30am extra charge
After School Care	3.45pm – 6.00pm extra charge

### 3 Start of Day Arrangements

- 3.1 When pupils arrive at school, they are expected they are expected to go to their classrooms or the pre-school room, if dropped before 8.30am. Parents drop their children at the external classroom door for EYFS and KS1 and the main front door for KS2.
- 3.2 Before school, the following supervision arrangements are in place:

Nursery – 7.30-8.00 Ruby room.

8am onwards – designated rooms

School – Reception and KS2 – from 8-8.30 – School inner lobby and/or dining room

KS1 – 8-8.30 – KS1 classrooms

### 4 Break Time Arrangements

- 4.1 During break, the following arrangements are in place

Children are in the main playground:

REC/ KS1 10.15-10.30

LKS2 10.30-10.45

UKS2 10.45-11.00

- 4.2 During break, the following supervision arrangements are in place:

Morning playtimes are supervised by teachers and TA's.

In wet conditions children are supervised in classrooms or the school hall by the duty staff.

### 5 Lunch Time Arrangements

During lunch, (12.00-1.30pm), the following arrangements are in place – 3 sittings in dining hall (FS and Nursery to eat in their classroom) playtime in main playground. Clubs and extra curricular activities.

Teachers/TAs supervise lunch, TAs are on duty in the playground, clubs and extra curricular activities are supervised by an appropriate adult. During wet play, children are supervised in classrooms by staff on duty.

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4. During lunch, the following supervision arrangements are in place - in wet conditions children are supervised in classrooms or school hall by the duty staff.

### 6 End of School Day Arrangements

Pupils are expected to leave the premises by 3.45pm 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. Class teachers hand their children over to parents at the end of the school day via their external classroom door or the main front entrance

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 by 3.45pm, they should go to aftercare.

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

Two members will stay with the child on the premises at all times.

If children are not collected by 6.00pm, and no message has been received from parents, contact should be made with the parents. Details of all contact numbers are kept securely in a contact information file in the main office and on the SIMs database.

All contact numbers are to be tried.

If it is not possible to make contact and no message has been received after 35-40 minutes of attempting to make contact, then Social Services Advice and Assessment team should be contacted on 01752 668000 [mash@plymouth.gov.uk](mailto:mash@plymouth.gov.uk)

For Early Years children also contact Early Years Safeguarding and Welfare Officer on 01752 398037 or 07795 121 445

In addition, please complete a Cognita Serious Incident form located in serious incidents

Contact Ofsted Piccadilly Gate Store Street Manchester M1 2WD 0300 123 4666

Plymouth Out of Hours Service 01752 346984

Social Services Local Authority Designated Officer (LADO) contact number is: 01752307535

NSPCC 08088005000

The Designated Child Protection Officers in this school are:

Emma Robinson and Laura Barbour.

### 8 After School Activities

When attending an after-school activity, pupils are supervised by authorised adults. The children will meet the adult at the agreed meeting point or be escorted by a school member of staff. The adult facilitating the after-school activity is responsible for taking a register at the activity. Staff should find out from the school office if a pupil does not attend their activity.

- 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: See 7

### **9 Sporting Fixtures**

- 9.1 PE staff supervise students when at fixtures-At least 2 members of school 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.
- 9.5 The following procedure will be followed when a pupil is not collected: See 7

### **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.

### **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.
- 13.3 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.

### **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 welfare officer on duty from 8am to 5.30pm 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 their class teacher.

### 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 and the garden/forest school area.

For Educational Visits – please see Educational Visits policy.

### 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:

- Procedures following a Child Reported Missing or Lost
- ☐ 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 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, 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. 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 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 Headteacher remains responsible for the care and welfare of the child, including offsite.
- 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 and 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 using a SIF by the Headteacher to School Support Centre within 48 hours of the occurrence of the incident.
- Near misses will also be recorded and reported to the 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 relevant policies and procedures will immediately be reviewed and revisions presented formally to the Director of Education for approval within 5 working days.
- All incidents will be reported to the Head of Facilities for the attention of our insurers, as appropriate
- The parent/carer(s) will be involved at all times.

- Following receipt of our investigative report, the 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 on whilst off-site we will follow the following procedure:

The visit leader must ensure the safety of the remaining pupils. At least two adults must stay with them.

- The security and/or centre staff must be notified immediately.
- One or more adults should then 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.
- 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 1 and 2 above will be followed.

### Version control:

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Document Author / Reviewer	Regional Safeguarding Lead (RSL) Reviewed by RSL June 2024 Reviewed by RSL May 2025
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Signed		Sarah Ibbotson Headteacher