

# COGNITA

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



## **September 2019**

### 1 Introduction

- 1.1 King's School and Nursery 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
0-3	7.30am by arrangement then 8am until 6pm
FS1 to Year 4	8.55am – 3.30pm
Years 5 & 6	8.55am – 3.40pm
Pre School Care	8 am – 8.30am extra charge
	8.30am to 8.55am - supervised
After School Care	3.30pm – 5.30pm extra charge

### 3 Start of Day Arrangements

#### 3.1

When pupils arrive at school they are expected to

0-3 Nursery - go to rooms

FS1 8.30am – 8.45am – drop in small playground  
8.45am – 9am FS1 Classroom

FS2 8.30am – 8.55am – drop in small playground

Rec to Year 6 pre school care in dining conservatory on the balcony and from 8.30am to 8.55am in main playground.

- 3.2 For pupils arriving by bus, meet at allocated pick up points. Driver to escort pupils to appropriate place.

### 4 Break/Lunch Time Arrangements

#### 4.1

During break, the following arrangements are in place

Children are in the main playground:

10am – 10.30am FS

10.30am – 10.45am – Key Stage 1

10.45am – 11am – Key Stage 2

During break, the following supervision arrangements are in place: morning playtimes are supervised by teachers and TA's

### 4.2

#### Lunch Time Arrangements

During lunch, the following arrangements are in place - 3 sittings in dining hall, playtime in main playground/eco pod. Clubs and extra curricular activities.

During lunch, the following supervision arrangements are in place: 3 teachers are on duty. TA's in play areas, clubs and extra curricular activities are supervised by an appropriate adult.

4.3 In wet conditions children are supervised in classrooms by the duty staff.

## **5 End of School Day Arrangements**

5.1 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.

5.2 For pupils travelling by bus, go to an activity or afterschool care and leave at 4.45pm supervised by the bus driver.

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

6.1 If a pupil is not collected from school by 3.40pm, they should go to aftercare.

6.2 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 6.00, 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 including parent mail.
- 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 308600 [adviceandassessment@plymouth.gov.uk](mailto:adviceandassessment@plymouth.gov.uk)
- For Early Years children also contact Early Years Safeguarding and Welfare Officer, Maria Hollett on 308977 or 07795 121 445
- In addition, please complete a Cognita Serious Incident form located in s/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 Karen Williams.

Complete Appendix 1

## **7 After School Activities**

7.1 When attending an after-school activity, pupils are supervised by authorised adults. The adult is responsible for taking a register at the activity.

7.2 No pupil should leave without the authorisation of the adult leading the activity

7.3 The following procedure will be followed when a pupil is not collected: see 6.2

### **8 Sporting Fixtures**

- 8.1 PE staff supervise students when at fixtures.
- 8.2 Parents are always informed of the finish times.
- 8.3 No pupil should leave without the authorisation of the adult leading the activity.
- 8.4 The following procedure will be followed when a pupil is not collected: see 6.2

### **9 Travel to and from School on Buses**

- 9.1 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.
- 9.2 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 Leaving the Site during the School Day**

- 10.1 It is expected that all pupils will be on site for the entire day unless they have specific permission to leave.

### **11 Supervision Duties**

- 11.1 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.
- 11.2 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.

### **12 Supervision during PE Lessons, including Changing Arrangements**

- 12.1 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.

### **13 Medical Support**

- 13.1 There is a qualified First Aider on duty during all break times 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.

### **14 Supervision in Remote Locations**

- 14.1 Some potentially dangerous areas of the school are out of bounds to unsupervised pupils. These include the grounds, maintenance, catering and caretaking areas of the school and garden/forest school.

### **15 Lost or Missing Children**

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

There are a limited number of situations where a child could be lost and these are:-

- Where a child wanders off on a outing/trips/ visit

- Where a child escapes from the garden
- Where a child escapes from the play area
- Where a child is taken from the nursery/school by an unapproved adult this links to the Policy for the Collection of Children

Should a child become lost the following action should be taken:

- Alert a member of staff in charge or Headteacher who will make enquiries of relevant members of staff as to when the child was last seen and where
- Remember the safety of the other children, with regard to supervision and security
- Ensuring that the remaining children are sufficiently supervised and secure, one or preferably two members of staff should search the building, garden and immediate vicinity.
- If the child cannot be found within fifteen minutes then the police and parents must be informed.
- Continue to search, opening up the area, keeping in touch with mobile phone if available.

When the situation has been resolved members of staff should review the reasons for it happening and ensure measures are taken to ensure that it does not happen again.

Complete Appendix 1

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

See 16.1

## Pupil Supervision and Lost & Missing Children Policy

<b>Ownership and consultation</b>	
Document sponsor (role)	Group Director of Education
Document author (name)	Alison Barnett, Safeguarding Adviser
Consultation – April 2017	Heads at: Breaside Prep, Salcombe Prep, Meoncross, Polam and Southbank Hampstead. Assistant Directors of Education: Robin Davies and Danuta Tomasz.

<b>Audience</b>	
Audience	Parents of pupils at Cognita schools School staff

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England	Yes
Wales	Yes
Spain	Yes

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<b>Related documentation</b>	
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Signed		Clare Page Headteacher