

# COGNITA

## Pupil Supervision and Lost & Missing Children Policy



## September 2020

### 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 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 to go to their classrooms or the pre school room, if dropped before 8.30am.

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

### 4 Break Arrangements

4.1

During break, the following arrangements are in place

Children are in the main playground:

KS1	10.00-10.20
UKS1	10.20-10.40
LKS2	10.40-11.00

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

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

### 5 Lunch Time Arrangements

5.1

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

5.2

During lunch, the following supervision arrangements are in place: Teachers/TAs supervise lunch, TAs are on duty in the playground, clubs and extra curricular activities are supervised by an appropriate adult.

5.3

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

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

- 6.1 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.
- 6.2 For pupils travelling by bus, go to an activity or afterschool care and leave at 4.45pm supervised by the bus driver.

### **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 [adviceandassessment@plymouth.gov.uk](mailto:adviceandassessment@plymouth.gov.uk)
  - For Early Years children also contact Early Years Safeguarding and Welfare Officer, Maria Hollett on 01752 398037 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.

### **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: see 7.2

### **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: see 7.2

### **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 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 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.

### **14 Medical Support**

14.1 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.

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

15.1 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.

### **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:

16.2 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 exists 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.

### 16.3 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 SIRF 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.

### 16.4 Procedures following a Child Missing from an Off Site Location

- 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.

## Pupil Supervision and Lost & Missing Children Policy

- 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.

16.5 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


<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

<b>Document application and publication</b>	
England	Yes
Wales	Yes
Spain	Yes

<b>Version control</b>	
Implementation date	September 2019
Review date	Review and update for implementation in September 2021

<b>Related documentation</b>	
Related documentation	Independent School Standards British Schools Overseas Standards

Policy Adopted	September 2020	
Next Review Date	September 2021	
Signed		Clare Page Headteacher