

# COGNITA



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

### **September 2021**

## Pupil Supervision and Lost & Missing Children Policy

### 1 Introduction

- 1.1 St. Clare's 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
Nursery	9.00am-3.00pm
Reception 1&2	9.00am-3.10pm
Years 3-6	9.00am-3.20pm
Years 7-13	8.40am-3.40pm

### 3 Start of Day Arrangements

- 3.1 When pupils arrive at school they are expected to report to their classrooms
- 3.2 Before school, the following supervision arrangements are in place for pupils arriving early:

#### Prep School:

- 08.00-08.30 pupils from Nursery to Year 2 are supervised in the Nursery
- 08.00-08.30, pupils in years 3-6 are supervised in the dining hall
- 08.30 – 09.00 prep pupils are supervised in the yard. There is one member of staff on duty.

#### Senior School:

Time	Monday	Tuesday	Wednesday	Thursday	Friday
08.00 - 08.30	All students that arrive early are supervised in the dining hall				
8.30 – 8.40	08.30 Students go to form rooms to be registered	08.30 Students go to form rooms to be registered	08.30- Students go to form rooms to be registered	08.30 Students go to form rooms to be registered	08.30 - Students go to form rooms to be registered
<u>Supervision Notes</u>	TAs on duty to direct students to classrooms	Member of SLT on gate duty directs students to classrooms	Member of SLT on gate duty directs students to classrooms	Member of SLT on gate duty directs students to classrooms	TAs on duty to direct students to classrooms

- 3.3 Pupils arriving by bus before 8.30am must report to the dining hall.

### 4 Break Time Arrangements

- 4.1 During break, the following arrangements are in place  
Prep School 10.40 -11.00  
Senior School 10.40 to 11.10
- 4.2 During break, the following supervision arrangements are in place:  
Two members of staff are always on duty at break.

### 5 Lunch Time Arrangements

5.1 During lunch, the following arrangements are in place:

**Prep school**

11.45 -13.30 - Nursery

12.00- 13.30 - Reception to year 6

**Senior school**

12.50 -13.50

5.2 During lunch, the following supervision arrangements are in place:

**Prep School** two lunchtime supervisors

**Senior school** two lunchtime supervisors and one SLT member

### 6 End of School Day Arrangements

6.1 Pupils are expected to leave the premises by 16.00 in the senior school and 15.30 in the prep school 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, the collection points are at 15.40 in the parking bays next to the dining hall.

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

7.1 If a pupil is not collected from the prep school by 15.30 they should attend after school supervision in the dining hall. If a child is not collected from the senior school or from the end of the school drive by 16.00 the pupil is to report to reception and the school secretary will contact the parent/guardian to arrange a collection time. Pupils then wait in after school club.

7.2 The following procedure will be followed when a pupil is not collected: Pupils will remain in the dining hall while the school secretary contacts parents/ guardians.

### 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 of the activity.

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

### 9 Sporting Fixtures

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

If a pupil is not collected, the PE staff will contact parent/guardian and wait with the pupil until the parent/guardian has arrived.

### 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.

### 11 Leaving the Site during the School Day

- 11.2 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 Sixth formers are permitted to sign out at lunchtime. Written consent from a parent is required if pupils want to car share or give each other lifts.

### 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 are qualified first aiders on duty 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 first aiders.

### 16 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.

### 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:  
An email is sent to all staff. A search is carried out until the pupil is found or a staff member email confirms their whereabouts.
- 17.2 In the instance that a child is thought to be lost or missing whilst off-site, we will follow the following procedure: See Educational visits Handbook guidelines and the Critical incident management plan. See Sections 10b – Direct, Indirect and Remote Supervision and 15 Emergency procedures

Ownership and consultation	
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.

## Pupil Supervision and Lost & Missing Children Policy

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<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 2021
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<b>Related documentation</b>	
Related documentation	Independent School Standards British Schools Overseas Standards