

# COGNITA



## **Pupil Supervision and Lost & Missing Children Policy – September 2023**

## 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
Supervision Notes	Staff member on gate duty direct students to classrooms				

- 3.3 Pupils arriving by bus before 8.30am must report to the dining hall. Pupils that arrive by bus are dropped off at the designated bus area, outside the dining hall.

### 4 Break Time Arrangements

- 4.1 Break times are as follows:

**Prep School** 10.15 - 10.45  
**Senior School** 10.40 - 11.10

- 4.2 During break, the following supervision arrangements are in place: 2 members of staff are on duty at all times.

### 5 Lunch Time Arrangements

- 5.1 Lunchtimes are as follows:

#### Prep School

11.45 -13.15- Nursery  
12.00- 13.15 - 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

**For wet play (at both break and lunch)** – pupils in both the Prep and the Senior School will go to the hall to be supervised by staff. If the halls are out of use, classrooms will be allocated, with teachers in supervision.

## **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 (gates are supervised by staff until these times), 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 in the designated parking bays, next to the dining hall. Pupils start to board the buses at 15.40. Each bus driver has a list of pupils on their bus that day and will collect Prep School pupils from the dining hall, informing the after-school club team that sign the pupils out. Senior School pupils go on to the buses directly and are registered by the bus drivers.

## **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, parents are aware that the pupil will join after-school club and will wait to be collected there.

7.2 If a Senior School pupil is not collected from the bottom of the Senior School drive by 16.00, the staff member on gate duty will direct the pupil back up the drive. The member of staff will instruct the pupil to report to the school secretary, so that they can contact the pupil's parent/guardian. The pupil will join after-school club and wait to be collected there.

## **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. Parents are responsible for booking pupils on to after school activities, via Cognita Connect. Parents are also required to let us know, in writing, if their son/daughter is unable to attend. If a registered pupil does not attend, the staff member running the club will inform the school secretary immediately, so that they can contact home.

8.2 No pupil should leave without the authorisation of the adult leading the activity. Parents are asked to come **on to** the school site, to collect their child, at the designated finish time. Before 16.15, parents must walk on to site. After 16.15, parents are permitted to bring their vehicle on to site, parking in designated areas. No child is to wait at the bottom of the Senior School drive after 16.15, this is of particular importance in the winter months.

## **9 Sporting Fixtures**

9.1 PE staff supervise children whilst 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.

### **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 Specific Arrangements for Sixth Form**

- 12.1 Sixth Form pupils are permitted to sign out at lunchtime, with explicit consent from parents in the first instance. Written consent from a parent is also 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. If 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 an ALN may require full supervision or support with changing, undertaken by two teachers being present.

### **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 (see posters in all classrooms for the designated 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 must be sent to all staff (Senior/Prep or both if necessary) and must include the Admin Team. A search will then be carried out until the pupil is found or a staff member emails to confirm the pupil's whereabouts.

- 17.2 In the instance that a child is thought to be lost or missing on whilst off-site we will follow the following procedure:  
See Educational visits Handbook guidelines and the Critical incident management plan. See Sections 10b – Direct, Indirect and Remote Supervision and 15 Emergency procedures

### Version control:

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