

COGNITA



Pupil Supervision and Lost & Missing Children Policy

September 2025

EUROPE

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.

1.2

2 Working Day

- 2.1 The school day is as follows:

Age range	Timings
Year 11	8.40am-3.40pm

3 Start of Day Arrangements

- 3.1 When pupils arrive at school they are expected to report to their common room where a member of staff will be present. Pupils will be registered at 8.40am.

4 Break Time Arrangements

- 4.1 Break time is 10.40 - 11.10

- 4.2 During break, 2 members of staff are on duty at all times. Pupils may relax in the common room or spend time on the two fields in front of the admin office and the tennis court. Pupils are not permitted to use the field behind the science block.

5 Lunch Time Arrangements

- 5.1 Lunchtime is 12.50 – 13.50

- 5.2 During lunch time, 2 members of staff are on duty at all times. Pupils may relax in the common room or spend time on the two fields in front of the admin office and the tennis court. Pupils are not permitted to use the field behind the science block.

6 End of School Day Arrangements

- 6.1 Pupils are expected to leave the premises by 16.00.

- 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. The bus driver has a list of pupils on the bus that day.

7 Non-Collection Arrangements at End of Formal School Day

- 7.1 If a 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.

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.

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 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 Supervision during PE Lessons

- 14.1 PE lessons are supervised by members of the teaching staff.

14 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).

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.

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:
An email must be sent to all staff 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.

- 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:
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:

Ownership and consultation	
Document Sponsor	Group Director of Education
Document Author / Reviewer	Regional Safeguarding Lead (RSL)
Consultation & Specialist Advice	
Document application and publication	
England	Yes
Wales	Yes
Spain	Yes
Switzerland	
Italy	
Version control	
Current Review Date	September 2025
Related documentation	
Related documentation	Independent School Standards British Schools Overseas Standards