

# COGNITA



Cumnor House  
School

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

**September 2020**

### 1 Introduction

- 1.1 Cumnor House 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 (term time)	0800 – 1500
Nursery (52 weeks)	0800 – 1800
Reception – Y2	0800 – 1515
Y3-Y8	0800 – 1600

### 3 Start of Day Arrangements

- 3.1 When pupils arrive at school they are expected to wait until the main gate is opened at 0745 and they make their way into the playground. The bell is rung at 0800 and pupils make their way into their form classes.  
At the Early Years sites staff are on door duty to receive the children when their parents bring them to school. They will then be settled into their classroom.
- 3.2 Before school, the following supervision arrangements are in place: There are staff at the main gate welcoming the pupils and one member of staff in each playground.
- 3.3 For pupils arriving by bus, they are met by staff on duty and then make their way in through the main gate.

### 4 Break Time Arrangements

- 4.1 During break, the following arrangements are in place: There is a member of staff on duty in each of the three playgrounds as well as a member of staff in the Pre-Prep classroom to administer first aid. Prep pupils will be sent to the school office for first aid.  
In the Early Years staff are on duty at all break times.

### 5 Lunch Time Arrangements

- 5.1 During lunch, the following arrangements are in place: There is a member of staff on duty in each of the three playgrounds as well as a member of staff in the Pre-Prep classroom to administer first aid. Prep pupils will be sent to the school office for first aid.  
Nursery and Reception staff eat their lunch with the children in the dining hall/eating area and supervise the children helping them to make choices and eat their food.

### 6 End of School Day Arrangements

- 6.1 Pupils are expected to leave the premises by 3.30pm in the Pre-Prep and 4.15pm 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.

In the Early Years settings there is a member of staff on duty at the door who receives parents and then calls their key worker to get the pupil ready for home time.

- 6.2 For pupils travelling by bus, they must make their way to the 'meeting point' in the playground to meet the bus driver. For shuttle runs pupils must report to the school office. Early Years pupils are not permitted to travel on the school buses until they are 5 years of age, where they will be collected by the driver.

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

- 7.1 If a pupil is not collected from school by the allocated finish time for their school section they will be sent to after school care club. If they are not booked in then their parents will be contacted as well as any emergency contacts for the pupil. If they are any later than one hour after the care provision has finished the DSL will contact social care to report non collection of a child. The Headmaster will be informed and the DSL will take advice and follow procedure from social care.

### **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: When a pupil is not collected from an after school activity a grace period of 15 minutes and then they will be booked into after school care club. Parents and any emergency contacts are called and if there is no reply then we will continue to try and make contact. If the pupil is still not collected one hour later than the end of after school care club then the DSL will contact social care and take further advice. The Headmaster will be notified immediately.

### **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.
- 9.3 The following procedure will be followed when a pupil is not collected: When a pupil is not collected from a sports fixture a grace period of 15 minutes and then they will be booked into after school care club. Parents and any emergency contacts are called and if there is no reply then we will continue to try and make contact. If the pupil is still not collected one hour later than the end of after school care club then the DSL will contact social care and take further advice. The Headmaster will be notified immediately.

### **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. This permission must be in writing from a parent. Only boys with written permission at the beginning of each term may leave unaccompanied.

### **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, 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.

### **14 Medical Support**

- 15.1 There are a number of 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 the main school office.

### **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, DT and Art rooms, 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:

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 exits will be made, to ensure all gates/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 list 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 Assistant Director of Education (Cognita Head Office), including where a child is found wandering or at risk of being lost or missing. The designated safeguarding officer 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 off-site.

As soon as is practicable, the Serious Incident Reporting Form (SIRF) will be completed by the Headteacher and sent to the PA to the Head of Facilities.

All incidents will be reported to the Head of Facilities, Head Office, for the attention of our insurers, as appropriate. 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 to be disclosed to the police or other agencies.

A thorough search of the premises should continue until the child is found.

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 by the Headteacher to Cognita Head Office within 48 hours of the occurrence of the incident.

Where the child is under two years of age, Ofsted must be informed of the incident under our separate registration arrangements. Local authority children's social care should also be informed of any missing child in the early years, and our usual local authority safeguarding and child protection arrangements followed.

All relevant policies and procedures will immediately be reviewed and revisions presented formally to the Assistant Director of Education for approval within 5 working days.

- The parent/carer(s) will be involved at all times.
- Following receipt of our investigative report, the Director of Education will report his 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.

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

The visit leader must ensure the safety of remaining pupils. At least two adults must stay with them.

One or more adults should immediately 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 (within the UK or similar equivalent number if overseas).

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 will then be followed.

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<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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Wales	Yes
Spain	Yes

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