

COGNITA



Cumnor House
School for Girls

Pupil Supervision and Lost & Missing Children Policy

September 2021

1 Introduction

- 1.1 Cumnor House School for Girls 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
4 – 5 (Reception)	08.25 – 15.15
5 – 7 (Years 1 and 2)	08.25 - 15.30
7 -11 (Years 3 – 6)	08.25 – 16.00

3 Start of Day Arrangements

- 3.1 When pupils arrive at school they are expected to enter through Picadilly and make their way to the playground or their classroom
- 3.2 Before school, the following supervision arrangements are in place: from 07.30 there is a breakfast club held in the hall. The school is open to pupils not in breakfast club at 08.00. From 08.00 until 08.15 pupils should go to the playground where there is a teacher on duty. From 08.15, pupils should go into class for a relaxed registration with their form teacher until all pupils are gathered by 08.30. Boys waiting for the bus shuttle service to the Boys' School wait and are supervised until the bus takes them .

4 Break Time Arrangements

- 4.1 During break, the following arrangements are in place pupils play on the playground, or the field if dry and are supervised. The Reception pupils may choose to play in their "garden".
- 4.2 During break, the following supervision arrangements are in place: one member of staff is on duty. **During COVID arrangements pre prep and prep have separate playtimes with one member of staff on duty.**

5 Lunch Time Arrangements

- 5.1 During lunch, the following arrangements are in place pupils eat their lunch in the Main Hall, this is supervised by staff and there are staff on the playground supervising children playing pre and post lunch.

6 End of School Day Arrangements

- 6.1 Pupils are expected to leave the premises by Picadilly unless they are attending an after school activity. Staff see them safely to their parents. 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, they will go to the after school care facility where they will be collected when the school minibus arrives.

7 Non-Collection Arrangements at End of Formal School Day

- 7.1 If a pupil is not collected from school by 15 minutes after the end of the school day they should go to after school care and the form teacher will call parents.

- 7.2 The following procedure will be followed when a pupil is not collected: they should go to after school care and the form teacher will call parents.

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
- 8.2 The following procedure will be followed when a pupil is not collected: they should go to after school care and the teacher leading the club will ask the office staff to call parents.

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: the parents will be called and the pupil will be brought back to school and will go into after school care.

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 teaching assistant.

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 welfare officer on duty from 07.45 to 17.00 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 office.

15 Supervision in Remote Locations

- 15.1 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

In the instance that a child is lost or missing whilst on the school site we will follow the following procedure:

- 16.1. 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.
- 16.2. All remaining children will be kept safe in a secure place with adequate adult supervision, including assistance from other school staff if necessary.
- 16.3. A full headcount will be taken by the teacher-in-charge and matched against the register; usually the class teacher or nominated person.
- 16.4. 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.
- 16.5. The following list held in the school office will be checked: attendance register, off site records, and other school clubs.
- 16.6. 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.
- 16.7. 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.
- 16.8. 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. The visit leader (off site) or responsible form/class teacher will make a contemporaneous record to provide full details of the incident in the school's incident report book. A note will also be made on the school's attendance register accordingly.
- 16.9. Near misses will also be recorded and reported to the Assistant 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.
- 16.10. 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.
- 16.11. 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.
- 16.12. A thorough search of the premises should continue until the child is found.

17. 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 in sections 4 and 5 will then be followed.

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Ownership and consultation	
Document sponsor (role)	Group Legal Counsel
Document author (name)	Alison Barnett, Regional Safeguarding Lead
Consultation – April 2017	Heads at: Breaside Prep, Salcombe Prep, Meoncross, Polam and Southbank Hampstead. Assistant Directors of Education: Robin Davies and Danuta Tomasz.

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Audience	Parents of pupils at Cognita schools School staff

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