

# COGNITA



Cumnor House  
School

**Boys', Girls' and Nurseries**  
**Pupil Supervision and**  
**Lost & Missing Children Policy**

**September 2025**

## Pupil Supervision and Lost & Missing Children Policy

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### 1 Introduction

- 1.1 Cumnor House Schools takes seriously its responsibility to ensure that pupils are always supervised properly to ensure their safety while on school premises or on out of school visits. Staff who supervise are mindful of our safeguarding 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:

#### Boys' School

Age range	Timings
Year 1	7.45am to 3.00pm
Year 2	7.45am to 3.15pm
Year 3-8	7.45am to 4.00pm

#### Girls' School

Age range	Timings
Reception to Year 2	8.00am to 3.15pm
Year 3-8	8.00am to 4.00pm

#### Purley Nursery and Boys' Reception

Age range	Timings
Kindergarten & P2P	8.00am to 3.00pm
Pre-School	8.00am to 3.00pm
Reception	8.00am to 3.00pm

#### South Croydon Nursery

Age range	Timings
Kindergarten	8.00am to 6.00pm
Pre-School	8.00am to 6.00pm

### 3 Start of Day Arrangements

- 3.1 When pupils arrive at school, they are expected to make their way into the playground or into class. Nursery pupils are taken into the building by parents and handover takes place between a parent and a member of staff. Reception to Year 8 pupils make their way into the playground where they line up in their classes with their form tutor.
- 3.2 Before school, the following supervision arrangements are in place:
- Boys' and Boys' Reception**  
Pupils are able to wait in the playground from 7.45am until the bell at 8.00am and are supervised by staff.

#### **Girls'**

Pupils make their way into their classrooms and there is a member of staff on duty to facilitate this during the drop off.

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All nursery pupils are taken into school by their parents.

- 3.3 For pupils arriving by bus, they are escorted into school by the member of staff on duty and the driver ensures all pupils have vacated the bus.

### **4 Break Time Arrangements**

- 4.1 During break, the following arrangements are in place; all pupils play in the playgrounds and are supervised by staff. If it is wet play then pupils will remain in their classes and are supervised by a member of staff.

### **5 Lunch Time Arrangements**

- 5.1 During lunch, the following arrangements are in place: All pupils are supervised in the dining halls and in the playgrounds. Wet play is as above.

### **6 End of School Day Arrangements**

- 6.1 Pupils are expected to leave the premises by 6pm. No pupils may be in any other area of the school site unless under the direct supervision of an authorised adult. Pupils are supervised by staff and handover to parents is in various parts of the schools depending on the year group and site.
- 6.2 For pupils travelling by bus, they are collected by the drivers.
- 6.3 Schools will support any court orders in place, in relation to collection of children and contact arrangements. Should a parent who is due to collect their child according to the order not arrive, then the school will telephone them initially. If schools fail to make contact within 30 minutes, the school will call the other parent and request they collect their child. Should a parent, who is not due to collect their child arrive at the school with the aim of collection, then the parents will be advised to make agreed arrangements. This communication will take place off site (see Safeguarding Policy)

### **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 are sent to the after school club.
- 7.2 If a child is not collected from after school club the on duty member of staff will contact parents and emergency contacts. If they are unable to communicate with parents or emergency contacts the duty social care team is called.

### **8 After School Activities**

- 8.1 When attending an after-school activity, pupils are supervised by the adult leading the club. The adult facilitating the after-school activity is responsible for taking a register at the activity and is responsible for the handover to the parent at the end of the activity.
- 8.2 No pupil should leave without the authorisation of the adult leading the activity subject to suitable and agreed handover arrangements.

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- 8.2 The following procedure will be followed when a pupil is not collected by their parents/carers at the end of the After School Activity: The on duty member of staff will contact parents and emergency contacts. If they are unable to communicate with parents or emergency contacts the duty social care team is called.

8.3

### **9 Sporting Fixtures**

- 9.1 PE staff supervise pupils when at fixtures there will be a minimum of 2 staff members in case of emergencies, illnesses, or other events where one staff member has to supervise, and another has to look after an individual child.
- 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.
- 10.3 Please see above section 3.3. for arrival information and 6.2 for departure information.

### **11 Leaving the Site during the School Day**

- 11.1 It is expected that all pupils will be on site for the entire day.

### **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.
- 13.3 Pupils will never be in classrooms without a member of staff supervising them. Following a lesson: the last pupil will leave the classroom and then the supervising member of staff will check that all pupils have left before leaving the room themselves.

### **13 Supervision during PE Lessons, including Changing Arrangements**

- 14.1 PE lessons are supervised by members of the teaching staff. When 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 SEND may require full supervision or support with changing, undertaken by two teachers being present.

### **14 Medical Support**

- 15.1 There is a qualified person on duty during school hours 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 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 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.
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- If the child is not found after this initial search the School Office will inform the Head and Director of Education (Cognita Head Office), including where a child is found wandering or at risk of being lost or missing.
  - The Designated Safeguarding Lead in school will be notified immediately and they will ensure that the parents have been informed by the responsible teacher.
  - The Head, 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 Head 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 Head 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.
  - Near misses will also be recorded and reported to the 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 the Head of Education Compliance.
  - All incidents will be reported to the Operations Manager and Head, 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.
- Following the incident 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 Head to Cognita Head Office within 48 hours of the occurrence of the incident.
- 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 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 that the safety of the remaining pupils.
- At least two adults must stay with them.
- If only two adults supervised the trip due to small numbers of children, then one must remain with the children.
- If at a fixture or small group visit to another school, with just one member of staff, the children can in this situation be supervised by the school staff at the venue.
- 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 or the 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 (already outlined above) will then be followed.

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### Version control:

Ownership and consultation	
Document Sponsor	Group Director of Education
Document Author / Reviewer	Regional Safeguarding Lead (RSL) Reviewed by RSL June 2024 Reviewed by RSL May 2025
Consultation & Specialist Advice	
Document application and publication	
England	Yes
Wales	Yes
Spain	Yes
Switzerland	Yes
Italy	Yes
USA	Yes
Greece	Yes
Version control	
Current Review Date	September 2025
Next Review Date	September 2026
Related documentation	
Related documentation	Independent School Standards British Schools Overseas Standards Safeguarding Policy Children Absent for Education Policy Educational Visits Policy