

COGNITA



Alleyn's Regent's Park School

Pupil Supervision and Lost & Missing Children Policy

EUROPE

Pupil Supervision and Lost & Missing Children Policy

1 Introduction

1.1 Alleyn's Regent's Park 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:

Age range	Timings
Reception	8:20 – 3:45
Year 1 and 2	8:20 – 3:45
Year 3 and 4	8:20 – 3:55
Year 5 and 6	8:20 – 3:55
Year 8	8:20-3:55

3 Start of Day Arrangements

3.1 When pupils arrive at school, they are expected to enter and line up:

Age range	Location
Reception	Playground by the Gloucester Avenue door
Year 1 and 2	Playground by the Gloucester Avenue door
Year 3 and 4	Parkway playground
Year 5 and 6	Form rooms
Year 7 and 8	Form rooms

3.2 Before school, the following supervision arrangements are in place:

Early Club from 07:45

3.3 For pupils arriving by bus, staff will escort the children to school. If they arrive before 8:20, they will be taken to Early Club for supervision. If they arrive later than 8:20, they will meet their teachers in the locations detailed above.

4 Break Time Arrangements

4.1 During break, the following arrangements are in place Children are supervised in either the Gloucester Avenue playground or the Parkway playground.

4.2 During break, the following supervision arrangements are in place:

Staff are allocated duties and should supervise the children in the relevant playgrounds. These duties are detailed on the school timetabling system and are covered in the event of staff absence. During adverse weather conditions, the staff on duty will take children to their classrooms to have break.

5 Lunch Time Arrangements

5.1 During lunch, the following arrangements are in place for lunch in the Dining Hall

- Reception to Year 3 - 11:45 - 12:15

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- Year 4 and Year 5 - 12:15-12:45
- Year 6 and Year 8- 12:45- 1:15 pm

5.2 During lunch, the following supervision arrangements are in place:
Staff supervise and monitor pupils during lunch duty, ensuring a conducive environment for pupils to eat their lunch.

During Wet Play, pupils are supervised and are not allowed to use their electronic devices.

6 End of School Day Arrangements

6.1 Pupils are expected to leave the premises by 4pm unless they are attending an after-school activity. Pupils are expected to leave the premises by 4pm 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. Class teachers bring their classes out to dismiss to parents and carers at the following times and locations:

6.2 For pupils travelling by bus or shuttle, they are supervised and registered in the ground floor classrooms from 3:55 by staff.

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 3:45 in Reception to Year 4, and by 3:55 in Years 5 – 8) they should be escorted to the Main Reception area, where the front desk staff will supervise them.

7.2 The following procedure will be followed when a pupil is not collected:

If children are not collected within school opening hours and contact has not been achieved with anyone with PR/emergency contact etc then your local authorities' children's social care will be contacted.

8 After School Activities

8.1 When attending an after-school activity, pupils are supervised by authorised adults, pupils go to Dining Room downstairs. The adult facilitating the after-school activity is responsible for taking a register at the activity. The member of staff on 'Clubs Duty' will be informed if any child does not arrive as expected and will alert a member of the Senior Leadership team if the absence is unexplained.

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 by their parents/carers at the end of the After School Activity: Report to reception and contact made with parent or guardian. **If children are not collected within school opening hours and contact has not been achieved with anyone with PR/emergency contact etc then children's social care will be contacted.**

9 Sporting Fixtures

- 9.1 PE staff supervise students when 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.
- 9.4 The following procedure will be followed when a pupil is not collected: Teacher to ring parents and make contact with parent/guardian. Teacher is to remain with pupil at reception or other highly visible location.
If children are not collected within school opening hours and contact has not been achieved with anyone with PR/emergency contact etc then children's social care will be contacted.

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 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 technician.
- 12.3 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

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

14.1 There is a qualified school nurse on duty from 9-4pm 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 nurse or reception if

15 Supervision in Remote Locations

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

For Educational Visits – please see Educational Visits policy.

16 Lost or Missing Children

Onsite

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

16.1 If a teacher suspects that a child is missing from a lesson or activity, they will contact the nearest member of SLT, the DSL and the school office immediately. A member of staff must inform the Headteacher.

16.2 All remaining children will be kept safe in a secure place with adequate staff 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. The following list held in the school office will also be checked: attendance register, off site records, and other school clubs.

16.4 Member(s) of staff assigned by SLT, including SLT, will make a thorough search for any child: of the building and/or site and immediate surroundings, including storage areas and toilets.

16.5 A thorough check of all exits will also be made simultaneously, to ensure all gates/doors are locked, If something is discovered, the SLT member must be immediately informed.

16.7 If the child is found within 10 minutes, this will be recorded as a near miss; the parents must be informed and given the context. The Headteacher will seek advice from the Head of Health and Safety as to whether a Health and Safety Investigation is required, If there is any possibility that the child went missing due to staff negligence, then the Headteacher must contact the Regional Safeguarding Lead and the Head of HR who will direct next steps.

16.8 If the child is not found after this initial search and/or approximately 15 minutes from the initial report of the child being deemed missing, whilst a thorough search of the premises continues, a member of SLT will contact the parents/carers of the child whilst another member of staff informs the Police. The school will also inform the Cognita Head of Health and Safety and the Cognita Regional Safeguarding Lead (RSL) of the situation so they can support as required (after the situation has concluded, the latter two staff (only) will direct any additional internal processes be completed).

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16.9 If the missing child has any vulnerabilities i.e. safeguarding, special medical or learning needs then these need to be noted to be disclosed to the Police at the time of the report, and any further information that they request e.g. description.

Off site

All steps above must be followed by the Visit Lead alongside other staff present, however if the child is not found within 10 minutes at point 16.8, the Visit Leader must then contact the Police by telephoning 999 (within the UK or relevant Police number if overseas); it should be decided by the Visit Lead alongside the Headteacher/DSL who will be responsible for informing the parents/carers.

17 Following the incident:

- 17.1 It is in everyone's interest to resolve what has happened as quickly as possible, consistent with a fair and thorough investigation.
- 17.2 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.
- 17.3 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.
- 17.4 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.
- 17.5 The parent/carer(s) will be involved at all times.
- 17.6 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.
- 17.7 Where the parent/carer(s) remain concerned despite reassurances informally by the school, they may choose to use the school's complaints procedure accordingly.

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

- 18.1 The visit leader must ensure the safety of remaining pupils. At least two adults must stay with them.
- 18.2 One or more adults should immediately start to search for the child.
- 18.3 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).
- 18.4 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 16 and 17 will then be followed.

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