



Pupil Supervision and Lost & Missing Children Policy

Alleyne's Regent's Park

EUROPE
2026

Registered in England & Wales - Cognita Schools Limited No. 02313425
Registered Office: Seebeck House, One Seebeck Place Knowlhill, Milton Keynes, Buckinghamshire, MK5 8FR

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THRIVE IN A RAPIDLY EVOLVING WORLD

1. Introduction

- 1.1. Allyn'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
Pre-Reception	8:20 – 3:45
Reception	8:20 – 3:45
Year 1 and 2	8:20 – 3:45
Year 3 and 4	8:20 – 3:55
Years 5 and 6	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
Pre-Reception	Playground by the Gloucester Avenue door
Reception	Playground by the Gloucester Avenue door
Year 1 and 2	Parkway playground
Year 3 and 4	Form rooms
Year 5 and 6	Form rooms

Form teachers supervise their pupils before morning registration.

If a pupil has not arrived during registration, the form teacher will mark pupil as absent and an email or phone call will be made to parent and carer, as per the following policies:

Child Absent from Education Policy; Children Missing in Education, and Attendance Policy

- 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.

Pupils will locate their form teacher on arrival, with coach supervisor ensuring all pupils are safely escorted off bus with a member of school staff to supervise.

4. Break Time Arrangements

- 4.1. During break, the following arrangements are in place in either the Gloucester Avenue or 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

- Pre-Reception to Year 2 - 11:40 - 12:10
- Year 3 and Year 4 - 12:20-12:50
- Year 5 and Year 6- 13:00- 13:30

- 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.

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:

Age range	Time	Location
Pre-Reception	3:45	Playground by the Gloucester Avenue door
Reception	3:45	Playground by the Gloucester Avenue door
Year 1 and 2	3:45	Playground by the Gloucester Avenue door
Year 3 and 4	3:55	Playground by the Gloucester Avenue door
Year 5 and 6	3:55	Playground by the PWP Door

- 6.2. For pupils travelling by coach or shuttle, they are supervised and registered in the ground floor classrooms from 3:55 by school staff. Coach chaperones meet school staff to escort pupils onto coach, ensuring all pupils have boarded coach before taking their own seat.
- 6.3. Schools will support any court orders in place, in relation to collection of pupils and contact arrangements. Should a parent/carer 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/carer and request they collect their child. Should a parent/carer, who is not due to collect their child arrive at the school with the aim of collection, then the parent/carer will be advised to make agreed arrangements. This communication will take place off site (see Safeguarding and Child Protection 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 Pre-Reception to Year 2, and by 3:55 in Years 3 – 6) 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.

8.3. 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 pupils when at fixtures.

9.2. Parents/carers 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/carer supervised.

9.4. The following procedure will be followed when a pupil is not collected from a sporting fixture:

9.5. 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/carers are responsible for ensuring that their child (ren) 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/staff member 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

- 13.1. 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 pupil 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 where they will be assisted and supported.

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.

For Educational Visits – please see Educational Visits policy

16. Lost or Missing Children

In the instance that a pupil 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, 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.

16.6 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.

16.7 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). 5 September 2026 Pupil Supervision and Lost & Missing Children Policy

16.8 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.

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Related documentation	

Related documentation	Independent School Standards British Schools Overseas Standards Safeguarding and Child Protection Policy Children Absent from Education, Child Missing Education and Attendance Policy Code of Conduct Educational Visits Policy
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