

# COGNITA



**St. Nicholas Preparatory School**

An outstanding education for boys and girls  
from 3 to 11

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

### **September 2018**

## Pupil Supervision Policy

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### 1 Introduction

- 1.1 St Nicholas Prep 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:

The School opens for drop off 8.30am to 8.45am Monday to Friday.

<b>Nursery</b>	08.50	Registration / Montessori work cycle begins
	10.20 -10.45	Garden time
	11.30 -12.20	Lunch and Garden
	12.00	Pick up (by prior agreement with Head of Pre-Prep)
	13.15	Montessori work cycle
	15.00	End of day and collection of children
	15.00 -16.00	Optional clubs (as per clubs timetable)
<b>Reception</b>	08.50	Registration
	10.20 -10.45	Garden time
	11.55 -12.55	Lunch and Garden
	15.10	End of day and collection of children
	15.10 – approx.16.00	Optional clubs (times may vary, please see clubs timetable)
<b>*Year 1 &amp; 2</b>	08.50	Registration
	10.20 - 10.45	Garden time
	11.55 - 12.55	Lunch and Garden (Year 1)
	12.25 -13.25	Lunch and Garden (Year 2)
	15.20	End of day and collection of children (Year 1)
	15.30	End of day and collection of children (Year 2)
	15.30 –approx.16.30	Optional clubs (times may vary, please see clubs timetable)
<b>*Year 3 – 6</b>	08.50	Registration
	10.55 -11.20	Garden time
	12.25 - 13.25	Lunch and Garden (Year 3)
	13.00 -14.00	Lunch and Garden (Years 4-6)
	15.45	End of school and collection for Year 3
	15.50	End of school and collection for Year 4
	15.55	End of school and collection for Year 5 & 6
	16.00 -17.00	Optional clubs (as per clubs timetable)

\*Children may not have a break when walking to or from school for drama, PE, games or swimming.

### 3 Start of Day Arrangements

#### 3.1

Pupils can arrive at school any time between 8:30am-8:45am. Pupils do not arrive simultaneously on the school premises. A member of staff greets and supervises the entry of the children into the school premises. There is only one entrance into the school. When pupils arrive at school they are expected to make their way directly to their form room. Children in Nursery are escorted to their classroom in the basement area by their parent/carer. Pupils in all other year groups make their way to their classroom independently (except for Reception children in the first 2 weeks of the autumn term, who can be escorted by their parent/ carer to aid the settling in process). The Reception Teaching Assistants are positioned in the corridor between the main entrance and the Reception classrooms close by, in order to guide and supervise the pupils to their form room. All form teachers are in their form room by 8:30am in order to supervise the pupils upon their arrival in the classroom.

#### 3.2

Before school, the following supervision arrangements are in place:

##### **Breakfast Club**

- Pupils in Years 1-6 only requiring an early drop off may attend the supervised Breakfast Club from 8.00am to 8.30am, for an additional charge. Pupils will be fed a choice of breakfast and then have supervised play activities. This takes place in the Library. Pupils are signed into the Breakfast Club and supervised by a member of staff.

##### **Early Morning Extra-Curricula Clubs**

- There are a small number of weekly extra-curricula clubs which may commence from 8:00am onwards. Children should enter the school using the buzzer system and enter via the office. The responsible adult supervising the activity collects the children attending the club from the office and takes a club register. Any pupils arriving late for the club will sign in via the school office and be escorted to the club venue by one of the office staff.

#### 3.3

Pupils arriving by bus, are escorted the short distance from the bus to the School Entrance, by the bus Chaperone, who then hands them over to the teacher supervising the Door.

#### 3.4

##### **Supervision in Classrooms**

Staff and pupils are expected to arrive to lessons, in good time, as far as is practicable and to wait in an orderly fashion for the room to be vacated. Due to the transit of staff and pupils around the site, it is assumed that staff will complete their lessons in good time to facilitate timely transition to the next class for all. During the lesson, staff should not leave the classroom unattended at any time. In the case of emergency, a pupil will be deployed to seek assistance.

### 4. Break Time Arrangements

#### 4.1 Morning Break

Nursery – Year 2 have their morning break from 10.20am to 10.45am. It will be staffed in accordance with the ratios as set out in the Statutory Framework for the Early Years. For further details on staffing please see the duty rotas. Year 3-6 have their break time from 10.55am to 11.20am. Duty staff will patrol designated areas for pupils during these times. The duty staff in the garden will take out a First Aid Box and a walkie talkie which is

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connected to the office. In wet conditions pupils are supervised in classrooms by class teachers.

At the end of the break the class teachers (or specialist teacher who will be teaching that class immediately after break) will come out to the garden to collect the pupils and escort them back to the classroom.

### 4.2 Lunch

Lunch is eaten in the Dining Hall at the following times:

Nursery	11.30 – 11.55
Reception/Year 1	11.55 – 12.20
Year 2/ Year 3	12.25 – 12.50
Year4/ Year 5/Year 6	13.00 - 13.30

It will be supervised by duty staff who will, at the end of the lunch period, lead the pupils out to break in the Garden or to their classrooms if it is wet break.

### 4.3 Lunch Break

Lunch break takes place at the following times:

Nursery	11.55 – 12.20
Reception/Year 1	12.20 – 12.55
Year 2/Year 3	12.55 – 13.25
Year 4/Year 5/Year 6	13.30 – 14.00

As with morning break It will be staffed in accordance with the ratios as set out in the Statutory Framework for the Early Years where appropriate. Duty staff will patrol designated areas for pupils during these times. The duty staff in the garden will take out a First Aid Box and a walkie talkie which is connected to the office. In wet conditions pupils are supervised in classrooms by class teachers.

At the end of the lunch break the class teachers (or specialist teacher who will be teaching that class immediately after break) will come out to the garden to collect the pupils and escort them back to the classroom.

## 5 End of School Day Arrangements

5.1 Pupils are expected to be collected from the premises at the following times, unless they are attending an after school activity:

Nursery: 15:00  
Reception: 15:10  
Year 1: 15:20  
Year 2: 15:30  
Year 3: 15:45  
Year 4: 15:50  
Year 5: 15:55  
Year 6: 15.55

No pupils may be in any other area of the school site unless under the direct supervision of an authorised adult.

5.2

For pupils travelling by bus, the supervising member of staff will take the pupils to the door and hand them directly to a bus chaperone.

### 6 Non-Collection Arrangements at End of Formal School Day

6.1 At the end of the school day, the class teacher brings pupils to the main school entrance for collection and they are handed over to the designated carer (using an agreed password if appropriate). Children attending a club will be accompanied to the club and handed over to the responsible adult supervising the activity. It is very important that the class teacher knows who will be collecting each child in their class. If there is any change to the normal arrangements, parents are required to let the class teacher know. Children will not be allowed to go home with adults who are unfamiliar to the school. Parents are asked to write in the home-school diary if someone different is collecting a child from school and send the name and contact details of this person in advance to the teacher and the school office.

6.2 If a pupil is not collected from school by the normal end of the school day, they should be brought to the office by the class teacher/ teacher responsible for dismissing them, who will contact the parent/carer. The following procedure will then be followed:

- Pupil is in Early Years-Y2 inclusive: The teacher remains responsible for the pupil until the parent/ carer collects them
- Pupils in Y3-6 inclusive: If the parents/ carer are going to be more than 15 minutes late, the pupil should be taken to 'Homework Club', where they should remain until 17:00

### 7 After School Activities

7.1 Pupils may attend a supervised before or after school activity or club. Club lists for the term are prepared by the school office.

When attending an after-school activity, pupils are supervised by authorised adults. The adult is responsible for taking a register at the activity. If a pupil does not turn up the teacher will check with the School Office to confirm whether the child has gone home unwell or left a message that they will not be attending. The School Office will investigate further if there is no explanation as to why a child is not in attendance and alert a member of the SLT who will then take responsibility for investigating the matter.

7.2 The following after school activities take place on a daily basis:

#### Siblings Club

Siblings Club is for children who are waiting to leave school with an older sibling. It runs from 15.00 until 16.00 Monday to Friday and must be booked on a half-termly basis in advance via the school office. All Early Years children must be collected by 16.00.

#### Homework Club

Homework Club runs from 16.00 until 17.00 Monday to Thursday for years 3-6 and for children in years 1 & 2 only on Fridays from 15.20 until 16.00.

#### Siblings Teatime Session

This session runs from 16.00 until 17.00 Monday to Thursday and is for children in Years 1 and 2 who are waiting to go home with an older sibling who is attending a club. There is a charge for each session which is booked and paid for a term in advance via the school office.

7.3 No pupil should leave without the authorisation of the adult leading the activity

7.4 Pupils who are not collected when a club finishes will be taken to the office and supervised there by the responsible adult until the pupil is collected. The parents will be charged. A member of the SLT will always be on site during the designated times for clubs and should also be informed via a telephone call if a pupil is not collected on time. The responsible adult will continue supervising the pupil and will continue to try and make contact with the parent, keeping the member of the SLT regularly updated on the situation. The member of the SLT will take responsibility for supervising the pupil from 5:30pm onwards.

## 8 Sporting Fixtures

8.1

It is very important that the teacher should consider factors such as:

- Safety of apparatus and equipment to be used
- Condition of the flooring
- Suitability of pupil clothing
- The suitability of the activities for the ability and age-range of the pupils

8.2

Staff follow the procedures listed below:

- Staff should wear appropriate clothing
- Children should not be allowed to wear watches or jewellery during PE activities
- Ear-studs should be removed
- If valuables are handed to the member of staff for safe-keeping, the school accepts no responsibility for them
- Pupils should not be allowed into the Hall and sports activity areas before the start of the session without direct supervision
- Pupils should not be handling PE equipment without direct supervision

8.3

Pupils not taking part in a PE session should either accompany the PE class or will be assigned to join another class for a supervised study session.

8.4

All pupils using external facilities (such as Hyde Park, Beit Hall at Imperial College and Ethos Pool, Imperial College) for curricular and extracurricular activities are accompanied to and from the site by the PE teaching staff. A register of attendance is taken before leaving the school site, upon arrival at the sports facility and once the party has returned to the school.

8.5

PE staff supervise students when at fixtures.

8.6

Parents are always informed of the finish times.

8.7

No pupil should leave without the authorisation of the adult leading the activity.

### 8.8

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

- The responsible PE teacher will contact the parent/carer via telephone and will leave a message and continue to do so until they have spoken to them
- A member of the SLT should be alerted
- The responsible teacher will continue to supervise the pupil in the school office until the parent/carer arrives

## **9 Travel to and from School on Buses**

### 9.1

Parents are responsible for ensuring that their children travel safely to and from school. Pupils who use the school bus service are supervised by a chaperone and are expected to behave responsibly and to follow the chaperone's and driver's instructions. This includes wearing a seat belt at all times. Parents are advised of the time the bus will collect or drop off the child at the beginning and end of each day. It is the parents responsibility to have their child ready for collection and be at home to receive their child at the end of the day. If a parent is not home when their child is due to be dropped off, the chaperone will contact the parents and return the child to the school, from which they will need to be collected.

### 9.2

The school also uses buses to transport children to off-site venues for trips and fixtures. Pupils are supervised by school staff when travelling on these buses and they are expected to behave responsibly and to follow the driver's instructions. This includes wearing a seat belt at all times.

### 9.3

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 Leaving the Site during the School Day**

### 10.1

It is expected that all pupils will be on site for the entire day unless they have specific permission to leave. It is essential that safeguards are in place and that all pupils are informed of the security and safety procedures by their form teacher at the start of the academic year and that this is revisited during the year and when new pupils join the school.

### 10.2

All staff are informed during the health, safety, security and fire evacuation training at the start of the school year in September, this also forms part of the new staff induction process.

### 10.3

Right from the start and throughout the school year, it is imperative that all pupils and staff adhere to this policy. All staff must complete the sign in/out register by writing down the time, every time they enter and leave the school.

### 10.4

Some lessons take place off-site for PE/ games, swimming and drama. Pupils using external facilities (such as Hyde Park, Beit Hall at Imperial College and Ethos Pool, Imperial College) for curricular and extracurricular activities are accompanied to and from the site by at least two members of staff. A register of attendance is taken before leaving the school site, upon arrival at the facility and once the party has returned to the school. A school mobile phone is always taken and the children are supervised at all times

### 11 Supervision Duties

- 11.1 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.
- 11.2 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 Supervision during PE Lessons, including Changing Arrangements

12.1 PE lessons are supervised by members of the teaching staff. It is very important that the teacher should consider factors such as:

- Safety of apparatus and equipment to be used
- Condition of the flooring
- Suitability of pupil clothing
- The suitability of the activities for the ability and age-range of the pupils

Please follow the procedures listed below:

- Staff should wear appropriate clothing
- Children should not be allowed to wear watches or jewellery during PE activities
- Ear-studs should be removed
- If valuables are handed to the member of staff for safe-keeping, the school accepts no responsibility for them
- Pupils should not be allowed into the Hall and sports activity areas before the start of the session without direct supervision
- Pupils should not be handling PE equipment without direct supervision

Pupils not taking part in a PE session should either accompany the PE class or will be assigned to join another class for a supervised study session.

All pupils using external facilities (such as Hyde Park, Beit Hall at Imperial College and Ethos Pool, Imperial College) for curricular and extracurricular activities are accompanied to and from the site by staff. A register of attendance is taken before leaving the school site, upon arrival at the sports facility and once the party has returned to the school.

- 12.2 When pupils are changing, 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.

### 13 Medical Support

13.1 When pupils are taken ill during the school day the school will, if required and usually after discussions with the Form Teacher and/or trained First Aider where appropriate, contact the parents/guardians whether at home or at work in order that the pupil can be collected. Information about contacts is kept on the school's electronic system and in the school office. (See also the First Aid Policy and the Administration of Medicines Policy, for the procedures regarding sick pupils).

All pupils who are known to have a medical condition and/or allergies are known to staff members and a list of these pupils is retained by the office, displayed in the staffroom, First Aid Room and in the dining room area.

### 14 Lost or Missing Children

14.1 Our procedures are designed to ensure that a missing child is found and returned to effective Supervision as soon as possible.

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

- Take a register in order to ensure that all the other children are present
- Inform a member of the SLT
- Ask all of the adults and children calmly if they can tell us when they last remember seeing the child
- Occupy all of the other children in their classroom(s) by continuing as normal
- At the same time, arrange for one or more adults to search everywhere within the school building, both inside and out, carefully checking all spaces, cupboards, washrooms where a small child might hide
- Check the doors, gates and CCTV for signs of entry/exit

If the child is still missing, the following steps would be taken:

- Inform the Headteacher and the Designated Safeguarding Lead (DSL)
- Ask the Headteacher to ring the child's parents and explain what has happened, and what steps have been set in motion - ask them to come to the school at once
- The DSL/Headteacher would notify the Police
- If the child's home is within walking distance, a member of staff would set out on foot to attempt to catch up with him/her
- The DSL would inform the Local Children's Safeguarding Board
- The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care
- Inform the School's Assistant Director of Education at Cognita
- IAPS would be informed
- The Insurers would be informed
- If the child is injured a report would be made to the HSE under RIDDOR guidelines

A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted.

14.3 In the instance that a child is thought to be lost or missing whilst off-site (such as during a lesson taking place at an off-site venue, or during an educational trip), we will follow the following procedure:

- An immediate head count would be carried out in order to ensure that all the other children are present
- An adult would search the immediate vicinity
- The remaining children would be taken back to school
- Inform a member of the SLT and the Designated Safeguarding Lead by school mobile phone
- Ask the Headteacher to ring the child's parents and explain what has happened, and what steps have been set in motion - ask them to come to the school at once
- Contact the venue Manager and arrange a search
- Contact the Police
- The Designated Safeguarding Lead would inform the Local Children's Safeguarding Board/Social Services

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- The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care
- Inform the School's Assistant Director of Education (ADE) at Cognita
- IAPS would be informed
- The Insurers would be informed
- If the child is injured a report would be made under RIDDOR to the HSE

A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted.

14.4 The following procedures would be taken once the child is found:

- Talk to, take care of and, if necessary, comfort the child
- Speak to the other children to ensure they understand why they should not leave the premises/separate from a group when off-site or on a school trip
- The Headteacher will speak to the parents to discuss events and give an account of the incident
- The Headteacher will promise a full investigation (if appropriate involving Social Care/Local Children's Safeguarding Board)
- Media queries should be referred to the Headteacher
- The investigation should involve all concerned providing written statements
- The report should be detailed covering: time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, the purpose of the outing, the length of time that the child was missing and how he/she appeared to have gone missing, lessons for the future.

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<b>Ownership and consultation</b>	
Document sponsor (role)	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

<b>Document application and publication</b>	
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Spain	Yes

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<b>Related documentation</b>	
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