

COGNITA



Pupil Supervision and Lost & Missing Children Policy

September 2018

1 Introduction

- 1.1 Kingscourt 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:

Age range	Timings
K – 2	8.50am – 3.40pm
3 – 6	8.50am – 4.00pm

3 Start of Day Arrangements

Supervision before School: Breakfast Club (0730 -0800)

3.0 Children are welcomed into the school hall for breakfast club by a staff member from 0730. Children have breakfast and are supervised and transferred to the main school building by staff at 0800 at the end of the breakfast club.

Larks (0800-0830)

- 3.1 Children who arrive before 0800 will wait outside the office door within sight of the Head Teacher who is working in the office.
- 3.2 At 0800 members of school staff take responsibility for registering these children together with other children arriving in school before 0830
- 3.3 If a child is arriving in school to take part in a club, they will still ensure they are registered with the staff member before being collected by the staff member leading the club.

4 Registration 0830 – 0850

- 4.1 Children may go into their classrooms from 0830. The class teacher will be present in their classroom from this time and will use the SIMS register to mark the children in as they arrive. The Register closes at 0850 when it is saved and any children not marked as present or are known absent (either via phone message, email or through previous authorised request) will be followed up by the office staff.
- 4.2 Registration takes place again between 1300 and 1340 with the same procedure as in the morning.
- 4.3 Children may not leave the premises during the school day unless an authorised request has been received by the school from the parent/guardian. (phone/email/letter) They will always leave with their parent/guardian or an adult authorised by the parent or guardian of which the school is aware.

5 Break Time Arrangements

- 5.1 There are clear Duty rotas for morning and lunchtime breaks. These are in the academic area on the computer and printed in the staffroom for reference. At Kingscourt 2 members of staff will be on duty at each playtime in the morning and on the playground for lunchtime play.
- 5.2 Amendments will be made on the weekly memo for staff who are absent or away on trips. Staff are encouraged to make their own arrangements to 'swap' if they know they will not be able to make their duty on a particular day.
On Wet break times, there is a duty rota for staff covering the 3 floors of our building.

6 Lunch Time Arrangements

- 6.1 There are 2 duty Lunchtime supervisors in the hall from 1145 – 1300. These are there to ensure the safe operating of our dining hall, to help the younger children and to ensure the correct behaviour expectations.
- 6.2 Class teachers and other staff also eat in our Dining hall and they are also expected to monitor the eating habits, behaviour and supervise the children in the hall at that time.

7 Lunchtime and After School Clubs

- 7.1 At Kingscourt we run a range of clubs, using all areas of our school building and grounds.
- 7.2 There is an adult staff member who runs and supervises the children in each of these clubs. They will take a register of students attending each week, so that in the case of an emergency, they are aware of names/numbers. They are directly responsible for the supervision of these children during this time.
- 7.3 When the club has finished, this member of staff is responsible for ensuring the children return to their classroom for afternoon registration (at a lunchtime club) or making sure the children are collected by an adult/parent at the end of an after school club.

8 End of School Day Arrangements

- 8.1 Pupils are expected to leave the premises by 4.15pm 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.

9 Supervision after School :OWLS (1600 – 1800)

- 9.1 This is run by 3 members of Kingscourt Staff including one who is EYFS qualified.
- 9.2 A register of children is taken by the Owls Supervisor who then notes how long the child is in Owls.
- 9.3 The children may have either a drink/biscuit or a tea (prebooked). This is served by the Owls staff.
- 9.4 Owls have telephone access from 1600 and can communicate with parents or staff should they have any concerns about a child in their care.

10 Supervision after School: Homework Club (1600 -1700)

- 10.1 This is run by a member of Kingscourt Staff in a designated classroom.
- 10.2 They will register all the children on arrival and note when they are collected by their parent/adult or sent down to Owls on completion of their homework.
- 10.3 This staff member from 1600 is also responsible for releasing the front door catch when an adult arrives to collect their child.

11 Non-Collection Arrangements at End of Formal School Day

- 11.1 If a pupil is not collected from school by 4.15pm, they should: Pre-prep go to Owls/ Prep go to Homework club till 5pm and then to Owls.
- 11.2 The following procedure will be followed when a pupil is not collected: Emergency contacts will be called and a member of staff shall remain with the child until collection can be organised. If we were unable to make contact a member of staff would take the child to their house and remain with them until they can be reunited with their parent/guardian.

12 After School Activities

- 12.1 When attending an after-school activity, pupils are supervised by authorised adults. The adult is responsible for taking a register at the activity.
- 12.2 No pupil should leave without the authorisation of the adult leading the activity

- 12.3 The following procedure will be followed when a pupil is not collected: If a child is not collected within 10 minutes of an after school club finishing, they are taken and registered in Owls Club.

13 Sporting Fixtures

- 13.1 PE staff supervise students when at fixtures.
- 13.2 Parents are always informed of the finish times.
- 13.3 No pupil should leave without the authorisation of the adult leading the activity.
- 13.4 The following procedure will be followed when a pupil is not collected: The child will return to school with the school staff and then attend homework club or Owls until they are collected.

14 Leaving the Site during the School Day

- 14.1 It is expected that all pupils will be on site for the entire day unless they have specific permission to leave and are collected by a parent or guardian.

15 Supervision Duties

- 15.1 There are clear Duty rotas for morning and lunchtime breaks. These are in the academic area on the computer and printed in the staffroom for reference. At Kingscourt 2 members of staff will be on duty at each playtime in the morning and on the playground for lunchtime play.
- 15.2 Amendments will be made on the weekly memo for staff who are absent or away on trips. Staff are encouraged to make their own arrangements to 'swap' if they know they will not be able to make their duty on a particular day.
- 15.3 On Wet break times, there is a duty rota for staff covering the 3 floors of our building.
- 15.4 There are duty rotas also for Gate/Car duty and front door in the morning from 0830 – 0900 and also at the front door from 1530-1600 in the afternoon. This is to ensure the smooth running of our 'drop off' system and for safeguarding purposes on entering the school building.

16 Supervision during PE Lessons, including Changing Arrangements

PE lessons are supervised by members of the teaching staff. 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.

17 Medical Support

- 17.1 There is a qualified welfare officer on duty from 7.30am to 6.00pm 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 their teacher who will arrange for them to be escorted to the office.

18 Supervision in Remote Locations

- 18.1 Some potentially dangerous areas of the school are out of bounds to unsupervised pupils. These include the grounds (unless supervised by a member of staff), maintenance, catering, cellar and caretaking areas of the school.

19 **Lost or Missing Children**

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

19.2 Safeguarding: Child Protection Policy & Procedure states This refers to a time when a child is lost or missing during the school day after they have arrived, including when working off-site. This should be distinguished from Children Missing from Education (see separate policy).

19.3 When a child is lost or missing during the school day, it is our agreed procedure to:

- Alert the Office
- Alert other staff, especially those outside in our school grounds using the radio system wherever possible.
- Allowing for the child to return from the toilet, be at a music lesson or other place within the building, We should then search for up to 5 minutes.
- If we have not located the child, we should alert parents and then
- Contact the Police (Emergency 999 / Non emergency 101)

19.4 In the instance that a child is thought to be lost or missing on whilst off-site we will follow the following procedure: we alert venue staff and check toilets and communal areas
If we have not located the child in five minutes, then contact the Police (Emergency 999 / Non emergency 101) and we should alert parents.

Pupil Supervision Policy

Ownership and consultation	
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.

Audience	
Audience	Parents of pupils at Cognita schools School staff

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Spain	Yes

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