

COGNITA

Pupil Supervision and Lost & Missing Children Policy

September 2024



1 Introduction

- 1.1 Kingscourt Prep 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 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
Nursery – 2 to 4 years	From 8.30am to 4.00pm
Reception to Year 2 – 3 years to 7 years	From 8.30am to 3.45pm
Year 3 to Year 6 – 7 years to 11 years	From 8.30am to 4.00pm

3 Start of Day Arrangements

- 3.1 When pupils arrive at school from 08.30am they are expected to go to their classroom where there will be an adult. They should then prepare for the school day; the register is taken at this point.
- 3.2 Before school, the following supervision arrangements are in place: Children who arrive for breakfast club (07.30am) should go to Owls (Pre-School Care) where a member of staff will greet them, and they can have their breakfast or be supervised. All children arriving at school before 08.30 will go to Owls. If a child is arriving at school to take part in a pre-school club or peripatetic music lesson, they will ensure that they are registered with the staff member leading the club.

4 Break and Lunch Time Arrangements

- 4.1 During break, the following arrangements are in place: There are clear duty rotas for morning and lunchtime breaks (dry/wet). These are in the General Channel on Teams on the computer and printed in the Staffroom and School Office for reference. On wet break times, there is a duty rota for staff covering the different floors of our building.

- 4.2 At Kingscourt two members of staff will be on duty each playtime in the morning and three members of staff on the MUGA/garden for lunchtime play up until 1.15pm. When Pre-Prep go in, this reduces to two members of staff. 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. If it is wet play YR-Y1 children will go to Reception and Year 1 classroom, Y3 will go to the Y2 classrooms on the top floor and Y5 and Y6 will be supervised in their own classrooms, so that the staff members know that children will be only on the top or bottom floors supervised.
- 4.3 During lunch, the following arrangements are in place: There is a duty lunchtime supervisor in the hall from 11.45 - 13.00. They are there to ensure the safe operating of our dining hall, to help the younger children and to ensure correct behaviour expectations.
- 4.4 During lunch, the following supervision arrangements are in place: Class teachers and other staff can 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. If it is wet play, the children remain in their classrooms until it is their lunch slot and then move to the hall outside if safe or through the building if the weather is deemed unsafe. Staff members on duty as per our wet play duty rota.

6 End of School Day Arrangements

- 6.1 Pupils are expected to leave the premises by 4.00pm unless they are attending an after-school activity. Children are dismissed by their class teacher or another identified member of staff. No pupils may be in any other area of the school site unless under the direct supervision of an authorised adult. Children who remain in school to attend Owls (After School Care) or/and an after-school activity become the responsibility of the member of staff supervising After school Care or running the after-school activity.
- 6.2 The School 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 4.00pm, the pupil will remain with the class teacher dismissing. If the pupil is not collected by 4.10pm the class teacher will take the child to Owls (After School Care). Any child in Pre-prep (Nursery – Year 2) should go to Owls and from Y3 – Y6 should attend Owls for Homework Club.
- 7.2 The following procedure will be followed when a pupil is not collected: Emergency contacts available through iSAMS will be called to ascertain what the collection for that child should be. A member of staff will remain with the child until collection can be organised. If they are unable to make contact, a member of staff would stay with the child and keep phoning, emailing or texting and remain with them until they can be reunited with their parent/guardian.

8 After School Activities

- 8.1 When attending an after-school activity, pupils are supervised by authorised adults and handed over by the class teacher. The adult facilitating the after-school activity is responsible for taking a register at the activity. The class teacher should make the club lead aware of any absences in their class.
- 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: Emergency contacts available through iSAMS will be called to ascertain what the collection for that child should be. A member of staff will remain with the child until collection can be organised. If they are unable to make contact, a member of staff would stay with the child and keep phoning, emailing or texting and remain with them until they can be reunited with their parent/guardian.

9 Sporting Fixtures

- 9.1 PE staff supervise students when at fixtures - registers are left at the school office on departure and children supervised until they are collected following the fixture. A school mobile phone is always taken on 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: The child will return to school with the school staff and then attend Owls (After School Care) until they are collected.

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.

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. 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.

13 Medical Support

- 13.1 There is a qualified first aider on site at all times, 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 the School Office.

14 Supervision in Remote Locations

- 14.1 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 the Educational Visits Policy.

15 Lost or Missing Children

- 15.1 In the instance that a child is lost or missing whilst on the school site we will follow the following procedure:
- Alert the school office.
 - Alert other staff, especially those outside in our school grounds using the radio system wherever possible.
 - Establish that the child is not in the toilet, at a music lesson or other place within the school building. We should then search for up to 5 minutes.
 - If we have not located the child, then contact the police (emergency 999/non-emergency 101) and alert their parents.
- 15.2 In the instance that a child is thought to be lost or missing on whilst off-site we will follow the following procedure:
- Remaining children stay with a member of staff whilst other staff are alerted to check toilets and all communal areas.
 - If the child is not located within five minutes, then contact the Police (emergency 999/non-emergency 101) and alert their parents.

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