

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: 2.9 to 4 years	From 8.30am to 4.00pm
Reception to Year 2: 4 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 greeted by two members of staff on 'gate duty' (usually members of the SLT) and directly into school via the main reception, where they greeted again by the school receptionist. They are expected to go to their classroom where there will be an adult. If deemed necessary, ie. If a message needs passing on, bags are too heavy, or a child is appearing to be upset, one of the staff members on gate duty will escort them to their classroom. In the instance of children attending nursery, they are escorted by parents directly to the nursery building and handed over to the Key Person or another nursery practitioner as appropriate. They should then prepare for the school day; the register is taken between 8.50am and 9.00am. Gates close at 8.50am; any late arrivals are escorted to the nursery, or if in Reception class to Year 6, to the school reception by their parents and the school receptionist ensures the child is escorted to the classroom or assembly.
- 3.2 Before school, the following supervision arrangements are in place: Children who arrive for Breakfast Club (7.30am) 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 8.30am will go to Owls and are then escorted to their classrooms by the Breakfast Club Supervisor.
- 3.3 If a child is arriving at school to take part in a pre-school club or peripatetic music lesson, the club-leader or peripatetic music teacher will ensure that they are registered in their care, supervised throughout their care and escorted back to join their class at the expected time, in accordance with timetables.
- 3.4 During 8.30am and 8.50am, on occasions, the Year 6 pupils fulfil one of their leadership roles by visiting the Pre-Prep classrooms to support with reading and playing with the younger children. In such instances, the following supervision arrangements are in place: Year 6 pupils enter the school as usual, as per the detail in 3.1. If they are going out to visit the Pre-Prep classes, they self-register by adding their names and location to the register.

The children are expected to return to class by 8.50am in readiness for Class Registration. During the time the children are visiting other classes, the Year 6 Form Teacher will remain in the classroom; in the instance of a fire evacuation, the teacher will use the paper self-registration form as a register-check outside.

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 three 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 Nursery children do not generally join YR-Y6 in their morning or lunch breaktimes. They access their enclosed garden as part of their continuous provision in the early years, with free-flow access to the enclosed outside garden, in accordance with the daily organisation of activities. In the instance that Nursery children join the rest of the school for breaktime, they will wear hi-viz jackets, and ratios are maintained as per the Early Years framework.
- 4.4 At the end of Morning Break, after the whistle has gone and all classes have lined up, the members of staff on duty will dismiss the Year 3 – 6 pupils first. They will enter the school building via the door nearest the Head's Office, greeted by their Class Teacher and headcounted in, according to the number registered as present that morning. The Reception – Year 2 pupils will be brought back into the school building by their own Class Teachers who will come to the school garden or MUGA to collect them.
- 4.5 During lunch, the following supervision 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. The nursery children are supported in their eating, adhering to correct ratios of suitably qualified and experienced staff, and according to the age and needs of the children. For children in YR-Y6, class teachers and some members of the support teams also eat in our dining hall, and they are expected to monitor the eating habits, behaviour and supervise the children in the hall at that time. Increasing levels of independence are given in accordance with the age of the children, their needs and maturity. 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 are as per our wet play duty rota.

- 4.6 During transition from lunch to outdoor break, the following arrangements are in place: Children are encouraged to sit with their class, as they would with a family, and wait until the majority have finished eating before going out to play. For those particularly slow eaters, they will gather together and go out to play in a second wave. Children will only be able to go out to play in groups of two, as a minimum. Any child in the Pre-Prep, from R-Y2, needing to return to their classrooms or visit first aid prior to going out to play from the dining hall, can only do so under adult supervision. For those in Y3-6, they can only go return to the classrooms prior to going outside with adult permission and in pairs. It is the responsibility of the person who has given permission, to ensure the children have reached the intended location of outdoor break in an appropriate timescale. This is usually done via Walkie-Talkie communication with the staff members on duty.
- 4.7 During transition from lunch to lunchtime clubs, the member of staff running the club, will either collect the children altogether from the dining hall, or ask for the children to be sent down from outdoor play, depending on the timing of the club. Upon arrival at the club location, the member of staff running the club will take a register. If for any reason, a child that they are expecting to be there, is missing, the member of staff will first walkie-talkie the member of staff on outside duty to check whereabouts of child, and if unknown, staff must follow the correct procedure to manage Lost and Missing Children, as detailed in point 15 of this policy.
- 4.8 At the end Lunchbreak Arrangements, the following supervision arrangements are in place: at 1.15pm, the first whistle is blown, indicating end of play for children in R-Y2. The children will line up in their classes. Class Teachers, or the teacher of the first lesson after lunch, collects their class from the MUGA/Garden, takes a headcount, and escorts them into the building via the back door closest to the school reception and the Headteacher's Office, or via the entrance closest to the school hall, whichever is appropriate for the class and the weather. Upon entering the school building, a second headcount is made. At 1.30pm, the second whistle is blown, indicating end of play for children in Y3-6. The children line up in their classes. The teachers on duty will escort the children to the back door of the building. The Class Teachers, or the teacher of the first lesson after lunch, must be ready to greet, and count in, the children in their class, as they reach the back door, ensuring they enter in an orderly and respectful manner.
- 4.9 In instances of children needing to enter the school building from break time, the following supervision arrangements are in place: if a child needs to go to the toilet, they go in pairs (wherever possible an older child accompanying a younger child), the child seeks permission from adult on duty, and can enter the building using a fob that they return to the adult of duty once back outside. In the instance of children needing to go to first aid, a member of staff on duty will communicate with the school office via the walkie talkie, to tell them who is injured and what has happened. If it is not safe for the child to get to the First Aid Room, a qualified first aider will go to the garden/MUGA to tend first aid on location. **Any child with a head bump must be accompanied to the building by a member of staff.**

5 Peripatetic and Learning Support Lessons during the school day

- 5.1 All Peripatetic Music Teachers visiting the school and the School SENDCo are required to provide up to date timetables noting accurate timings and names of children in their lessons.
- 5.2 Peripatetic Music Teachers and the SENDCo or LSA will escort the children to and from their lessons and never leave them unattended, even for a short period of time.

- 5.3 Teachers should refer to the Peri Music Timetables and SEND timetable to check when a child is expected to be in and out of class, and if a child has not returned to class within 5 minutes of the expected time, they will seek support to find out where they are.
- 5.4 Upon arrival to the school, the school receptionist will inform the visiting music teacher of any known pupil absence.
- 5.5 In the instance of a child having a music or learning support lesson before school commences, this needs to be noted in the school reception so that when the school receptionist arrives, she can note them down in iSAMS as present.

6 Supervising Children throughout the School Day

- 6.1 Teachers and members of staff in charge of a group or class of children are expected to carry out regular headcounts, particularly during periods of transition, to and from lessons, in and out of break.
- 6.2 Children are never to be left unattended, even for a short period of time.
- 6.3 In the nursery, we adhere to correct ratios and suitability of staff in accordance with the regulations (1:5 for 2 year olds, 1:8 for 3 year olds unless the member of staff has full and relevant Level 6 qualification and relevant experience, in which case 1:13) and all children are kept in sight or sound throughout the day.
- 6.4 Staff are expected to refer to timetables and registers, communicate clearly with one another to ensure any child's known absence is apparent from the beginning of any handovers of classes between members of staff.

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, once they have been safely handed over by the member of staff supervising them beforehand.
- 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).
- 6.3 To support the safeguarding of our youngest children in the early years, the nursery and wraparound care holds photographs of parents and guardians of each child. This might include grandparents, parents, childminders – usual points of contacts for collection time.

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 Clubs & 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 must leave without the authorisation of the adult leading the activity.
- 8.3 The adult leading the activity must not leave the children unattended for any period of time.
- 8.4 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. If permission has been granted, the school receptionist and class teacher would be expected to know about expected departure times and the child would be collected directly from the school reception, unless in Nursery, in which case, directly from the nursery building.

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, wherein locates the First Aid Room.
- 13.2 If a pupil or teacher cannot get to the school office and non-urgent support is required in class, a yellow card is sent to the School Office via a responsible child.

14 Supervision in Remote Locations

- 14.1 Some potentially dangerous areas of the school are out of bounds to unsupervised pupils. These include science store room, art store room, 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 using a Red Card if not able to get there in person, indicating urgent support required.
 - 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.

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- 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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