

# COGNITA

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

**September 2023**



### 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
Nursery	08.50am- 4.00pm
YR-Y2	08.50am- 3.45pm
Y3-Y6	08.50am- 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 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 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, they will ensure that they are registered with the staff member leading the club.

### 4 Break 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 During break, the following supervision arrangements are in place: At Kingscourt two members of staff will be on duty each playtime in the morning and on the playground/garden for lunchtime play. 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 22/23 YR-Y2 children will go to the Reception and Year 1 classroom, so that the staff members know that children will be only on the top or bottom floors supervised.

### 5 Lunch Time Arrangements

- 5.1 During lunch, the following arrangements are in place: There are two duty lunchtime supervisors 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.
- 5.2 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 4.15pm 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 CK Wraparound care or/and after school activity become the responsibility of the member of staff supervising Creative Kidz Wraparound care or running the after-school activity.

### **7 Non-Collection Arrangements at End of Formal School Day**

- 7.1 If a pupil is not collected from school by 4.15pm: Any child in Preprep (Nursery – Year 2) should go to Owls and from Y3 – Y6 should attend Wraparound Care in the art room for homework club.
- 7.2 The following procedure will be followed when a pupil is not collected: Emergency contacts available through SIMS 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 we were 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 SIMS 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 we were 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 until they are collected.

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

- 10.1 Parents are responsible for ensuring that their children 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.

### **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 and are collected and signed out in the school office by a parent or nominated guardian.

### **12 Supervision Duties**

13.1 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.

13.2 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.

### **13 Supervision during PE Lessons, including Changing Arrangements**

14.1 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.

### **14 Medical Support**

15.1 There is a qualified welfare officer on duty from 08.30am to 17.00pm 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 where an assessment can be made and appropriate support and action taken for the individual.

### **15 Supervision in Remote Locations**

16.1 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 and the woods.

### **16 Lost or Missing Children**

16.1 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
- Establishing 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, we should alert parents and then • Contact the police (emergency 999/non emergency 101)

16.2 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 we have not located the child in five minutes, then contact the Police (emergency 999/non emergency 101) and will alert their parents.

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### Version control:

<b>Ownership and consultation</b>	
Document Sponsor	Group Director of Education
Document Author / Reviewer	Regional Safeguarding Lead (RSL)
Consultation & Specialist Advice	
<b>Document application and publication</b>	
England	Yes
Wales	Yes
Spain	Yes
Switzerland	
Italy	
<b>Version control</b>	
Current Review Date	September 2023
Next Review Date	September 2024
<b>Related documentation</b>	
Related documentation	Independent School Standards British Schools Overseas Standards