

COGNITA



Pupil Supervision and Lost & Missing Children Policy

September 2020

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 – Year 2	08.30am – 3.45pm
Y3 – Y6	08.30am – 4.00pm

3 Start of Day Arrangements

- 3.1 When pupils arrive at school from 0830 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 the school hall where a member of staff will greet them and they can have their breakfast or be supervised. All children arriving at school before 08.00 will go to breakfast club. Children who arrive from 08.00 will go in through the front door to attend Larks (pre school care) which is supervised by 2 staff members who will register these children together with all other children arriving at school before 08.30am. If a child is arriving at school to take part in a pre-school club, they will still ensure that they are registered with the staff member before being collected by 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 academic area 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.

4.3

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 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.

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. 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 homework club or and after school activity become the responsibility of the member of staff supervising homework club 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 homework club and then Owls.
- 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. The adult is responsible for taking a register at the activity.
- 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: If a child is not collected within 10 minutes of an after school club finishing, they are taken and registered in Owls.

9 Sporting Fixtures

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

10 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 guardian.

11 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.

12 Supervision during PE Lessons, including Changing Arrangements

- 14.1 PE lessons are supervised by members of the teaching staff. When 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.

13 Medical Support

15.1 There is a qualified welfare officer on duty from 07.30am 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 or staff on duty who will arrange for them to be escorted to the office or provide the necessary first aid which is then recorded on medical tracker.

14 Supervision in Remote Locations

16.1 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 and caretaking areas of the school.

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
- 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)

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:

We alert staff and check toilets and all communal areas. If we have not located the child within five minutes we would then contact the Police (emergency 999) and we will alert the parents.

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Ownership and consultation	
Document sponsor (role)	Group 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.

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