

# COGNITA



**North Bridge House  
Nursery & Pre-Prep Hampstead**

## **PUPIL SUPERVISION AND LOST & MISSING CHILDREN POLICY**

**September 2025**

**EUROPE**

### 1 Introduction

- 1.1 North Bridge House Nursery and Pre-Prep School 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 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 Children	Doors open at 08:30, children must be on site by 08:50. End of day dismissal is either 11.45 for AM part time only children or 15.00 for full time children.
Pre-Reception Children	Doors open at 08:30, children must be on site by 08:50. End of day dismissal is 15.00
Reception	Gate opens at 08:30, children must be on site by 08:50. End of day dismissal is 15.10
Year 1	Gate opens at 08:30, children must be on site by 08:50. End of day dismissal is 15.20
Year 2	Gate opens at 08:30, children must be on site by 08:50. End of day dismissal is 15.30

### 3 Start of Day Arrangements

- 3.1 Supervising staff are positioned on duty at all gates, in the playground and the classrooms. Staff on the gate/door have a radio with which they can contact the school administrator, Headteacher, Deputy Head and site manager in case of an emergency.

When pupils arrive at school, they are expected to:

#### **Nursery, Pre-Reception and Reception Classes**

Parent/Carer escorts child to classroom and hands over to class staff members.

From Spring term, Reception children are encouraged to walk to their class independently.

#### **Year 1 and Year 2**

Parent/Carer may escort child/children to the playground or classroom. Years 1 and 2 children are encouraged to walk to their class independently.

#### **Year 1**

**Monday, Wednesday and Friday** – Parent/Carer may escort child/children to the playground or classroom.

**Tuesday and Thursday** - Parent/Carer escorts child/children to Teacher or TA in the playground. The bell is rung at 08:50 and children are required to line up in class order in the playground. Children are then escorted by their class teacher or TA to the classroom. If it is raining, children will go straight to their classroom to be greeted by their class teacher or TA.

#### **Year 2**

**Monday, Wednesday and Friday** - Parent/Carer may escort child/children to Teacher or TA in the playground.

**Tuesday and Thursday** - Parent/Carer may escort child/children to the playground or classroom. The bell is rung at 08:50 and children are required to line up in class order in the playground. Children are then escorted by their class teacher or TA to the classroom. If it is raining, children will go straight to their classroom to be greeted by their class teacher or TA.

Front door, top playground gate and side gate are supervised by members of staff from 08.30, all staff at doors and gates have a radio in case of emergencies. Top playground gate and side gate close at 08.50 and the front door closes at 09.00. The register is taken by 09.10 on ISAMS by the class teacher or key person. This is checked and monitored by the School Administrative Assistant.

The attendance number is recorded on the class white board. (e.g.: 17/20). This is updated through-out the day. Staff use the following codes to record attendance:

# = Planned Whole Or Partial School Closure B = Off-Site Educational Activity C = Leave Of Absence Granted By The School D = Dual Registered At Another School E = Excluded But No Alternative Provision Made G = Holiday Not Granted Or In Excess H = Family Holiday Granted By The School	I = Illness J = Interview M = Medical Or Dental Appointment N = Reason For Absence Not Yet Provided O = Absent Without Authorisation P = Participating In A Supervised Sporting Activity R = Religious Observance	S = School not yet started T = Traveller Absence U = Arrived In School After Registration Closed V = Educational Visit Or Trip W = Work Experience X = Non-Compulsory School Age Y = Exceptional Circumstances Z = Prospective Pupil Not On Admission Register
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**Late arrivals** must report to the school administrator via the front door, as all access points are closed. Parent/Carer signs in date, child's name, class, late arrival time, signature and reason on Late/Early Leaving form and then leaves the building via the front door. A member of staff escorts child to classroom and hands-over to class staff.

**Early Pick-Ups for Appointments Arrangements:** Parents/Carers must inform the school in advance of any early collections and request the permission of the Headteacher by completing an Absence Request Form. Parent/Carer is given access in by Office Administrator via the front door. Parent signs in date, child's name, class, departure time, signature and reason on Late/Early Leaving form. Office Administrator calls the Teacher, and child is brought to the front desk and handed over to Parent/Carer.

**Unexplained Absence:** The responsibility to ensure that a pupil attends school regularly is that of their parents and guardians. The school administration team will contact parents if pupils are absent from school without notification.

3.2 Before school, the following supervision arrangements are in place:

**07.45 Breakfast Club Supervision:** Parent/Carer is identified and buzzed in by the Breakfast Club staff (NBH Personnel) via the side gate. Parent signs in child, class, date and signature on the Breakfast Club form and hands child over to staff. At 08.25am, respective class staff will collect children from breakfast club.

3.3 For pupils arriving by bus, two staff members collect the Shuttle Bus Register and a walkie talkie from the front desk and then walk round to collect the children from the shuttle bus stop on Nutley Terrace. The children are checked off against the shuttle bus register, counted and then escorted round to the school building. The Shuttle Bus Register is handed to the administrator and filed away for future reference and children go to their respective classrooms.

### 4 Break Time Arrangements

#### 4.1 During break, the following arrangements are in place:

The **Nursery and Pre-Reception classes** are timetabled for 2 to 3 outdoor learning sessions daily either in the top playground or the bottom playground during morning, lunchtime and afternoon periods. There is a radio held by a member of staff on each playground. Paediatric First Aid trained staff are always on duty. Morning only children in the Nursery classes are timetabled one outdoor learning session in the playground in the morning.

The **Nursery classes** outdoor learning is supervised by 4 to 5 members of staff; this can be raised to 6 members of staff when needed. Staff members take the children to the playground and hand over to the members of staff on duty and are told how many children are in attendance. At the end of the session children are collected by at least 2 members of the class team, children are counted before the children are escorted back to their classrooms.

The **Pre-Reception classes** outdoor learning is supervised by 3 to 4 members of staff. Staff members take the children to the playground and hand over to the members of staff on duty and are told how many children are in attendance. At the end of the session children are collected by 2 members of the class team, children are counted before the children are escorted back to their classrooms.

Arrangements for wet play for Nursery and Pre-Reception children: If raining and children cannot go to the outdoor environment, they stay in a given classroom with 2 to 3/4 adults.

The **Reception** classes are timetabled for 2 break times per day (outside of their outdoor learning provision).

The **Year 1 and Year 2 classes** are timetabled for 2 break times per day. The children have access to all play equipment. During break, the following supervision arrangements are in place:

There are always 3 members of staff on duty. There is a First Aid trained member of staff on duty at all times. A 2-way radio is held by a member of staff on duty to maintain contact with the main school building. At the end of the session, when the bell is rung, the children line up in class order. Children are collected by their class teacher or TA who escort them to their classroom.

Arrangements for wet play for Reception – Year 2 classes: If raining and children cannot go into the outdoor environment or playground they stay in a given classroom supervised by a class teacher and/or TA.

### 5 Lunch Time Arrangements

During lunch, the following arrangements are in place:

There are three lunch sittings at the school.

**Nursery and Pre-Reception classes** - Supervision of lunchtime periods is provided by 4 to 5/6 members of staff in the Lunch room and/or Gym for the Nursery and Pre-Reception Classes.

The playground for outdoor learning is supervised by 4 to 5 members of staff. Paediatric First Aid trained staff are on duty at all times. After the children have eaten lunch, they are timetabled for outdoor learning, either in the top playground or the bottom playground, there are three scheduled times for outdoor play at lunch times.

Staff members take the children to the playground and hand over to the members of staff on duty and are told how many children are in attendance. At the end of the session children are collected by at least 2 members of the class team, children are counted before the children are escorted to their classrooms.

Arrangements for wet play for Nursery and Pre-Reception children: If raining and children cannot go to the outdoor environment, they stay in a given classroom with 2 to 3/4 adults.

**Reception and Years 1 and 2 classes** - Children are brought to the lunchroom/gym by their class teacher or TA. The children line up for their lunch and once they have selected their lunch, they sit on their allocated table to eat. There are always at least 2 members of staff on duty in the lunchroom for Reception and 1 member of staff for Years 1 and 2.

Children are escorted to the playground after their lunch and handed over to staff on duty who are told how many children are in attendance. There are always 3 members of staff on duty.

At the end of the session, when the bell is rung, the children line up in class order. Children are collected by their class teacher or TA who escort them to their classroom.

Arrangements for wet play for Reception – Year 2 classes: If raining and children cannot go into the outdoor environment or playground they stay in a given classroom supervised by a class teacher and/or TA.

## 6 Supervision of Sleep Time (after lunch)

We aim to ensure that children who need to sleep are supported with this within a sensitive and safe environment. We recognise parents and carers knowledge of their child regarding sleep routines and will, where possible, work together with them to ensure each child's individual sleep routines are being met. We will share the child's sleep time with parents and carers.

### **Supervising children during sleep time will involve:**

- 2 to 4 members of staff supervising sleeping children.
- The duration of each child's sleep will be recorded each day.
- Staff will check each child at 10-minute intervals and record this with their initials each day.

Checking children at 10-minute intervals will involve:

- Staff will check each child's breathing by laying a gentle hand on the child's chest or putting the back of their hand near to the child's mouth to feel for breath.
- Staff will ensure that each child is well.
- Staff will ensure that each child is not too hot or too cold. The room temperature is monitored and recorded daily.
- Staff will ensure that all sheets or blankets are not wrapped around each child

## 7 Afternoon Registration

Nursery afternoon registration is taken by 1.00 pm on ISAMS.

Pre-Reception afternoon registration is taken by 1.30 pm on ISAMS.

Reception afternoon registration is taken by 1.30 pm on ISAMS.

Years 1 and 2 afternoon registration is taken by 2.00 pm on ISAMS.

The attendance number is updated on the classroom display if needed e.g. 18/20. Registers are checked and monitored by the administrator.

### 8 End of School Day Arrangements

- 8.1 Nursery and Pre-Reception pupils are expected to leave the premises by 15:00 unless they are attending the late room, After School Club or Tea Club. No pupils may be in any other area of the school site unless under the direct supervision of an authorised adult.

#### **Dismissal arrangements for morning only children:**

Parent/carer collects child from individual classes using the front door or side gate. The Teacher/Key person hands-over child, ensuring that the adult collecting is authorised to do so. The front door and side gate is supervised by a member of staff from 11.45 am and closed at 11.55 am. All staff at doors and gates have a radio in case of emergencies.

#### **Dismissal arrangements for Nursery Classes:**

Parent/carer collects child from individual classes using the side gate. The Teacher/Key person hand and hands-over child, ensuring that the adult collecting is authorised to do so. The side gate is supervised by a member of staff from 3.00 pm – and doors are closed at 3.10 pm. All staff at doors and gates have a radio in case of emergencies.

#### **Dismissal arrangements for Pre-Reception Classes:**

Parent/carer collects child from individual class lines in the playground, using the gate entrance. Teacher/key person hands-over child, ensuring that the adult collecting is authorised to do so. The gate is supervised by a member of staff from 3.00 pm. All staff at doors and gates have a radio in case of emergencies. If raining, children are dismissed from the Gym/lunchroom.

#### **Dismissal arrangements for Reception Classes:**

Parent/responsible adult collects child from individual class lines from the playground from 3:10pm. The Teacher/TA shakes the child's hand and hands-over child, ensuring that the adult collecting is authorised to do so.

#### **Dismissal arrangements for Year 1 Classes:**

Parent/responsible adult collects child from individual class lines from the playground from 3:20pm. The Teacher/TA shakes the child's hand and hands-over child, ensuring that the adult collecting is authorised to do so.

#### **Dismissal arrangements for Year 2 Classes:**

Parent/responsible adult collects child from individual class lines from the playground from 3:20pm. The Teacher/TA shakes the child's hand and hands-over child, ensuring that the adult collecting is authorised to do so.

- 8.2 For pupils travelling by bus:

Class staff member takes child to the designated 'Shuttle Room' at 15:20. Two staff members collect the children, along with the Shuttle Bus register and a walkie talkie. The children are

marked off against the register. The register is given to the administrator to photocopy, and the original is handed back to the Shuttle Bus duty member of staff. A copy is retained by the administrator. The children are escorted to the coach by the staff (one member at the front of the line and one at the back of the line) and they hand-over the children to the coach driver and coach chaperone along with the Shuttle Bus Register. Parent/ Carer picks up from Prep school or the child is transferred on to a coach by the chaperone for onwards travel. The chaperone passes the Shuttle Bus Register to Prep school for filing.

- 8.3 North Bridge House Nursery and Pre-Prep 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 the school 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).

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

- 9.1 If a pupil is not collected from school by 4pm, late room will inform the office administrator who will contact the parents / carers.
- 9.2 The following procedure will be followed when a pupil is not collected:

Late Room runs from 3.30pm – 4.00pm.

Arrangements: Class staff member takes children to late room and handover to members of staff supervising late room. Children are signed in, including the date, class and reason for being late (if known) on to the Late Room Log.

If parents have not given a reason why the child is late and they have not been picked up by 4pm, a member of staff on late duty informs the office administrator who will telephone the parents or carer. Child will follow through to Tea Club until parent/carer arrives. When parent/carer arrives, they sign and record time of pick up and reason for lateness.

### **10 After School Activities**

- 10.1 When attending an after-school activity, pupils are supervised by authorised adults. The adult facilitating the after-school activity is responsible for taking a register at the activity.
- Club leader sign in on staff signing in sheet.
  - After School Club leader collects 2 registers from the office.
  - Class staff take children to club at the designated time and hands-over to Club leader and helper.
  - Club leader completes both registers at the start of the club, one is returned to the office, the other copy is retained by the club leader.
  - When club ends, club leader hands-over children to parent/carer and ticks off the retained copy of the register.
  - The club leader returns the second register to the administrator and informs them of any children that have been left in Tea Club to await collection.
- 10.2 No pupil should leave without the authorisation of the adult leading the activity.
- 10.3 The following procedure will be followed when a pupil is not collected by their parents/carers at the end of the After School Activity:

If parent/carer has not collected their child from an after-school club, the members of staff will inform the office administrator who will telephone the parents or carer. Child will follow through to Tea Club until parent/carer arrives. Parent/carer will sign child out with signature, class, reason and time of collection.

### **10.4 Tea Club Supervision:**

Late room supervisors hand children over to Tea Club staff. Children's names are transferred to Tea Club register log. Tea Club staff members take children to a designated classroom. When parent/carer arrives, the office administrator will let tea Club staff know. Parent / carer will sign, date and time of collection on the Tea Club form. Staff will hands-over the child at the front door.

The following procedure will be followed when a pupil is not collected from Tea Club:

If parent/carer has not picked up their child from Tea Club by 17:45, the members of staff will inform the Headteacher or member of SLT on duty who will telephone the parent/carer. Child will stay in Tea Club until parent/carer arrives. Parent/carer will sign child out with signature, class, reason and time. In the event that anyone with PR/emergency contact is uncontactable, the Headteacher will be notified and then the local authorities' children's social care will be contacted. The staff leads for the after-school club will stay with the child. There is always a member of the SLT on site until every child has left the building.

## **11 Sporting Fixtures**

- 11.1 PE teacher and other member of staff supervise pupils when at fixtures.
- 11.2 Parents are always informed of the finish times and where they must collect their children.
- 11.3 No pupil should leave the sporting fixture and the supervision of the staff member without their authorisation and their handover to their parent/carer supervised.

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

- 12.1 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.
- 12.2 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.
- 12.3 Please see above section 3.3. for arrival information and 8.2 for departure information.

## **13 Leaving the Site during the School Day**

It is expected that all pupils will be on site for the entire day unless they have specific permission to leave. Pupils will not be allowed to leave the premises unless supervised by an authorised adult. Permission from the Headteacher must be requested in advance, using the Absence Request Form, unless the child is sick.



### 14 Supervision Duties

- 14.1 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.
- 14.2 All classes will be supervised by the relevant teacher and in certain subjects, for example PE and Gym; the teacher may be supported by a teaching assistant.
- 14.3 Pupils will never be in classrooms without a member of staff supervising them. Following a lesson: the last pupil will leave the classroom and then the supervising member of staff will check that all pupils have left before leaving the room themselves.

### 15 Supervision during PE Lessons, including Changing Arrangements

- 15.1 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.

### 16 Medical Support

- 16.1 There is a qualified first aider in the premises from 07:45 am to 5:45pm 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 class teacher/key person.

### 17 Supervision in Remote Locations

Some potentially dangerous areas of the school are out of bounds to unsupervised pupils. These include staffrooms, maintenance, catering and caretaking areas of the school

For Educational Visits – please see Educational Visits policy.

### 18 Lost or Missing Children

- 18.1 In the instance that a child is lost or missing whilst on the school site we will follow the following procedure:
  - If a teacher suspects that a child is missing from a lesson or activity, they will contact the nearest member of SLT and school office/ administrator immediately.
  - All remaining children will be kept safe in a secure place with adequate adult supervision, including assistance from other school staff if necessary.
  - A full headcount will be taken by the teacher-in-charge and matched against the register, usually the class teacher or key person.
  - A senior member of staff and site manager will make a thorough search of the building and/or site and immediate surroundings including storage areas and toilets. A thorough check of all exits will be made, to ensure all gates/doors are locked and there is no other way a pupil could have left the site. If something is discovered, the SLT member must be immediately informed. The office staff/ administrator will review CCTV footage.

- The following lists held in the school office will be checked: attendance register, off-site records, and other school clubs.
- If the child is not found after this initial search and/or approximately 10 minutes from the initial report of them deemed missing, the school office will inform the Headteacher, General Manager and Head and Director of Education (Cognita Head Office), including where a child is found wandering or at risk of being lost or missing. The designated safeguarding lead in school will be notified immediately and they will ensure that the parents have been informed by the responsible teacher. The Head teacher, or SLT member in the absence of the Head, will decide at which point the police will be called.
- All relevant emergency contacts for children will be used to inform parent/ carer(s) accordingly. However, until such time as the child is safely returned to the care of the parent/ carer(s), the Headteacher remains responsible for the care and welfare of the child, including off-site.
- As soon as is practicable, the Serious Incident Reporting Form (SIRF) will be completed by the Headteacher and sent to the PA of the Head of Facilities. The visit leader (off site) or responsible class teacher will make a contemporaneous record to provide full details of the incident. A note will also be made on the school's attendance register accordingly.
- Near misses will also be recorded and reported to the Director of Education and details fully provided in writing to the school's safeguarding governance committee (SGC). This Report must outline the steps being taken to avoid any repeat incident, communication with parents and actions to be taken following the risk assessment process to mitigate future risk. Any relevant policy and procedure must be reviewed by the school and submitted to UK compliance committee for approval, via Head of Education Compliance.
- All incidents will be reported to the Head of Facilities, Head Office, for the attention of our insurers, as appropriate. Staff must try to remember and write down a description of what the child was wearing and any distinguishing features.
- If a missing child has any special medical or learning needs, then these need to be noted to be disclosed to the police or other agencies.
- A thorough search of the premises should continue until the child is found.

18.2 In the instance that a child is thought to be lost or missing on whilst off-site we will follow the following procedure:

- The visit leader must ensure the safety of the remaining pupils. At least two adults must stay with them.
- One or more adults should immediately start to search for the child.
- If the child is not found within 5 minutes, the visit leader must then contact the police by telephoning 999 (within the UK or similar equivalent number if overseas).
- The visit leader should alert the school office, that the police have been contacted. The school will make arrangements to notify the parents accordingly. The remaining procedures outlined above in section 18.1 will then be followed.

### Following the Incident

- It is in everyone's interest to resolve what has happened as quickly as possible, consistent with a fair and thorough investigation.
- The written findings of the investigation must be reported by the Headteacher to Cognita Head Office within 48 hours of the occurrence of the incident.
- Local authority children's social care should be informed of any missing child in the early years, and our usual local authority safeguarding and child protection arrangements followed.
- All relevant policies and procedures will immediately be reviewed and revisions presented formally to the Director of Education for approval within 5 working days.
- The parent/ carer(s) will be involved at all times.

- Following receipt of our investigative report, the Director of Education will report his conclusions as to the next steps to further safeguard and promote the welfare of children in the care of the school to the UK compliance committee.
- Where the parent/ carer(s) remain concerned despite reassurances informed by the school, they may choose to use the school's complaints procedure accordingly.

### 19 Ratios

Following the Statutory framework for the Early Years Foundation Stage (EYFS, Sept 2025) staffing arrangements must meet the needs of all the children and ensure their safety. This policy is to reinforce the guidance of the EYFS.

Section 3.42 of the EYFS 2025 states – Providers must ensure that children are adequately supervised, especially whilst eating, and decide how to use staff to ensure children's needs are met.

3.43 Children must usually be within sight and hearing of staff and always within sight or hearing.

#### **Early Years provider ratios**

- For children aged two:

At least 1 member of staff to every five children (1:5).

- For children aged three and over:

At least 1 member of staff to eight children 1:8

At any time where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status is working directly with children the ratio can be one member of staff for every 13 children (1:13).

Ratios and supervision levels will vary depending on the number of children in the school. Considerations and decisions will be made if a child requires 1:1 to meet their individual needs.

All practitioners must adhere to this ratio and supervision policy for the protection and welfare of the children in their care.

### Version control:

<b>Ownership and consultation</b>	
Document Sponsor	Group Director of Education
Document Author / Reviewer	Regional Safeguarding Lead (RSL) Reviewed by RSL June 2024 Reviewed by RSL May 2025
Consultation & Specialist Advice	
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Greece	Yes
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Related documentation	Independent School Standards British Schools Overseas Standards Safeguarding Policy Children Absent for Education Policy Educational Visits Policy



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