

# COGNITA

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



NBH

**CANONBURY**  
SENIOR • SIXTH FORM

**September 2025  
UK**

### Introduction

- 1.1 North Bridge House Senior Canonbury 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.

### Working Day

- .1 The school day is as follows:

Age range	Timings
KS3-4	Students arrive to school between 08:15 – 08:30. At 08:40 students will line up with form tutors before beginning registration or assembly.
	Period 1 09:00 – 09:50
	Period 2 09:50 – 10:40
	BREAK 10:40 – 11:00
	Period 3 11:00 – 11:50
	Period 4 11:50 – 12:40
	Period 5 12:40 – 13:30
	Period 6 13:30 – 14:20
	Period 7 14:20 – 15:10
	Period 8 15:10 – 16:00
	After School Clubs 16:00 – 17:00
KS5	Period 9 16:10 – 17:00
Wednesdays	All students have a later start on Wednesdays and arrive at school for 09:20 to be registered at 09:30
	Period 2 09:50 – 10:40
	BREAK 10:40 – 11:00
	Period 3 11:00 – 11:50
	Period 4 11:50 – 12:40
	Period 5 12:40 – 13:30
	Period 6 13:30 – 14:20
	Period 7 14:20 – 15:10
	Period 8 15:10 – 16:00
	After School Clubs 16:00 – 17:00
KS5	Period 9 16:10 – 17:00

### Start of Day Arrangements

- .1 When pupils arrive at school, they are expected to wait in the front garden until invited into the school building at 08:30 to use lockers only. At 08:40 they will line up in the back yard (Year 7 – 9) and the front garden (Year 10 – 11) or outside form rooms (Year 12 – 13). If they arrive after this time, pupils must sign in at reception and make their way to their form room or assembly. On a Wednesday, pupils will begin the day later arriving at school at 09:20. They will line up in the front garden with their form tutors at 09:30 before starting registration or assembly. Sixth form will begin their day at 09:50 will be registered in their first lesson.

3.2 Before school, the following supervision arrangements are in place: Before school, the following supervision arrangements are in place: pupils are not supervised if they arrive before 08:15 in the morning. If they arrive before this time, they are able to wait in the front garden where sensible behaviour is expected at all times.

### **Break Time Arrangements**

- .1 During break, the following arrangements are in place: Year 7,8 and 9 should make their way to the back garden at breaktime. Year 10, 11, 12 and 13 are to use the King Edward Hall and the Front Garden. Staff and Sixth form prefects will be on duty at this time to supervise.
- .2 During break, the following supervision arrangements are in place: a team of teachers, prefects and support staff will be responsible for the supervision of pupils at break. During wet breaks, students will be assigned to a classroom and supervised.

### **Lunch Time Arrangements**

- .1 During lunch, the following arrangements are in place: Years 9, 10 and 11 will have their lunch during period 5. Students are to go straight to the King Edward Hall where they will line up and have their lunch served to them. After their meal, pupils are to go to the front garden. From October half term, Year 11 pupils will be allowed off-site during lunchtime. There is a strict signing in and out process which must be adhered to. Year 7 and 8 will have their lunch during period 6. They are to go straight to the King Edward Hall where they will line up and have their lunch served to them. After their meal, pupils are to go to the back garden. Year 12 and 13 can leave the site for lunch. There is a strict signing in and out process which must be adhered to.
- .2 During lunch, the following supervision arrangements are in place: a team of teachers, prefects and support staff will be responsible for the supervision of pupils at break. During wet breaks, students will be assigned to a classroom and supervised.

### **End of School Day Arrangements**

- .1 Pupils are expected to leave the premises by 16:00 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.
- .2 Schools 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)

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

- .1 If a pupil is not collected from school by 16:15, they should report to reception.
- .2 The following procedure will be followed when a pupil is not collected: The following procedure will be followed when a pupil is not collected: once the pupil has contacted reception they will try and contact their parents in order to determine whether they should wait at school to be collected or make their own way home. If they cannot contact their parents / guardians, they should wait in reception and attempts will continue to be made up until 1800. If no contact has been possible social services / the police may be contacted, and a plan of action decided upon through consultation with them.

### **After School Activities**

- .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.
- 8.2 No pupil should leave without the authorisation of the adult leading the activity.
- .2 The following procedure will be followed when a pupil is not collected by their parents/carers at the end of the After School Activity: as per 7.2

### **Sporting Fixtures**

- .1 PE staff supervise students when at fixtures.
- .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 No staff member must leave the sporting fixture without checking that all children have been safely collected; routine checks of changing areas must be conducted.
- 9.5 The following procedure will be followed when a pupil is not collected: as per 7.2

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

- .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.
- 10.3 Please see above section 3.3. for arrival information and 6.2 for departure information.

### **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. See exceptions in Attendance and Child Missing in Education policy.

### **Specific Arrangements for Sixth Form**

- 12.1 It is expected that all pupils will be on site for the entire day unless they have specific permission to leave. See exceptions in Attendance and Child Missing in Education policy.

### **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.
- 13.3 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.

### 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.

### Medical Support

- 15.1 There is a qualified welfare officer on duty from 08:00 to 17:00 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 reception.

### 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.

## 17. Lost or Missing Children

- .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 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 nominated person.
  - A senior member of staff 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 following list 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 Head of School and Assistant Director of Education (Cognita Head Office), including where a child is found wandering or at risk of being lost or missing. The designated safeguarding officer in school will be notified immediately and they will ensure that the parents have been informed by the responsible teacher. The Head of School, or SLT member in the absence of the Head of School, 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 Executive Headteacher remains responsible for the care and welfare of the child, including offsite.
  - As soon as is practicable, the Serious Incident Reporting Form (SIRF) will be completed by the Executive Headteacher and sent to the Head of Facilities. The visit leader (off site) or responsible form/class teacher will make a contemporaneous record to provide full details of the incident in the school's incident report book. A note will also be made on the school's attendance register accordingly.
  - Near misses will also be recorded and reported to the Assistant 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.
- 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 Executive Headteacher to Cognita Head Office within 48 hours of the occurrence of the incident.
- All relevant policies and procedures will immediately be reviewed, and revisions presented formally to the Assistant 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 informally by the school, they may choose to use the school's complaints procedure accordingly.

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

- The visit leader must ensure the safety of 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, or in the case of out-of-hours, the nominated school contact for the trip, that the police have been contacted. The school will make arrangements to notify the parents accordingly. The remaining procedures outlined above in sections 17.1 will then be followed.

### Version control:

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Document Sponsor	Group Director of Education
Document Author / Reviewer	Regional Safeguarding Lead (RSL) Reviewed by RSL June 2024 Reviewed by RSL May 2025
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