

COGNITA

Pupil Supervision and Lost & Missing Children Policy



NBH

CANONBURY
SENIOR • SIXTH FORM

September 2025
UK

Pupil Supervision and Lost & Missing Children Policy

1. 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.

2. Working Day

- 2.1 The school day is as follows:

Age range	Timings
KS3-4	Students arrive to school between 08:15 – 08:30. At 08:35 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. At 09:25 students will line up with form tutors before beginning registration or assembly.
	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

- After school clubs that are offered off-site typically return between 5:30 - 5:45 dependent on distance travelled. Students remain under the supervision of accompanying staff who will remain with students until all have been dismissed. Largely, students will be expected to make their own way home.
- A member of the SLT team will be on-site daily until 5:15 daily to ensure that all on-site clubs, including intervention and the homework club, have finished and that students are safely off-site.

3. Start of Day Arrangements

- 3.1 KS3 pupils go directly to the backyard upon arrival. The gates are opened at 8:25 am with line up taking place at 8:35 am. This is delayed to 9:25 am on a Wednesday.

KS4/5 students always enter the school site via the main entrance. The gate is opened at 8:25 am with line up for KS4 taking place at 8:35 am, 9:25 am on a Wednesday. KS5 students go directly to tutor time and are registered there. On a Wednesday KS5 students go directly to Sixth form breakfast and assembly and are registered there. This mostly take place within the KEH, however, whole school events including exams can see this location changed. Primarily this is changed to Orwell or the common room.

After 8:35 am all students enter the school site via the main entrance. Our cover supervisor will man the gate until 8:45am, after this they will go to reception. This allows the cover supervisor to have oversight of any late arrivals and therefore see patterns quickly. This information is passed onto the pastoral team.

- 3.2 Before school students of all years can enter the school, site and go to the library 8am -8:40 am, (8:40 -9:30 am Wednesday's). This is staffed daily.

KS4 students are allowed to enter the school site from 8:15 am and remain in the garden.

KS5 students are allowed to enter the school site and be in the common room from 8:15 m.

4. Break Time Arrangements

- 4.1 Students from any key stages are allowed to be in the front garden, KEH or back yard. The back yard is designated as an active space and has a staff member in both of the playgrounds.

The front garden is designated as a quieter space. A staff member is designated near the front gate to supervised entrance and exit from the site and have oversight of the garden.

- 4.2 Tuck shop is served from the KEH. This will change when the KEH is in use for whole school commitments and is supervised by a staff member. Students can remain within the KEH as a warm space throughout the year.

- 4.3 A staff member supervises the Art and Gallery toilets. These are the toilets to be used by students. Two individual gender neutral toilets are located outside of Allwyn.

The library is available as a quiet workspace for all years. Students can also play board games and read. This is supervised by a librarian.

A duty lead is assigned daily to ensure all staff are in place.

- 4.4 A wet break plan is planned in advance and has a designated wet room per year group. Staff area aware of how their duty change if it is a wet break. The duty lead will be responsible to determine if it is to be a wet break/lunch.

5. Lunch Time Arrangements

- 5.1 During lunch, the following arrangements are in place: Years 7 and 8 will always have their lunch during period 5. Year 9 will have their lunch during period 5 on Mondays, Tuesdays, and Thursdays, and during period 6 on Wednesdays and Fridays. Years 10 and 11 will have their lunch during period 6, except when they have PE in the afternoon, in which case they will have lunch during period 5. Years 12 and 13 will have their lunch during either lunch period, dependent on their timetable.

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 either to the front garden or the back garden. Pupils are also welcomed to go to the library for a quieter space. 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 12 and 13 can leave the site for lunch. There is a strict signing in and out process which must be adhered to.

- 5.2 There is a lunch sitting rota published to staff and students. This rota can be found in reception and in KEH.

During lesson 5 lunch first sitting only goes to the KEH whilst the second and third sittings go to the back yard and wait. A staff member over sees the KEH and manages the line and keeps in contact with the backyard via radio. Second and third sitting are called through one at a time.

During lesson 6 lunch the first sitting lines up by the KEH and the second sitting lines up on the steps outside the PE store. Both lines are over seen by staff.

- 5.3 Year 10 students are allowed to go off site after Easter. A designated staff member is on duty at the main gate and is responsible to oversee students signing in and out for yr 10 and 11 students. Students are to return to site 5 min before the end of lunch - this is 1:25pm or 2:15 pm.
- 5.4 Again, a wet lunch provision is in place. This is not static like the break arrangements owing to different lessons taking place daily and different year groups being on lunch.

The lunch lead oversees provision during either lunch including wet lunch.

6. End of School Day Arrangements

- 6.1 Pupils are expected to leave the premises by 16:00 unless they are attending an after-school activity such as the homework club which is held in the library from 4.10pm until 5.00pm daily. No pupils may be in any other area of the school site unless under the direct supervision of an authorised adult.
- 6.2 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)

7. Non-Collection Arrangements at End of Formal School Day

- 7.1 If a pupil is not collected from school by 16:15, they should report to reception. An SLT member will be on-site until 5.15pm daily to support.
- 7.2 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.

8. After School Activities

- 8.1 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.
- 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: as per 7.2

9. Sporting Fixtures

- 9.1 PE staff supervise students when at 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 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

10. Travel to and from School on Buses

- 10.1 Parents are responsible for ensuring that their children travel safely to and from school.

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

12. 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.

13. 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 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.

14. Supervision during PE Lessons, including Changing Arrangements

- 14.1 PE lessons are supervised by a member of teaching staff. Students will arrive in their PE kit of days when they have PE lessons or are attending a clubs as part of our extracurricular programme.

On the rare occasion that students need to change for a PE lesson, in particular swimming, teachers will be mindful of both their responsibility for appropriate supervision and the need for student privacy, with due regards for Safeguarding and Child Protection Policy. Staff will only enter the changing facility where they believe **not** to do so may place a child at risk.

If a child requires full supervision then two teachers would be present.

15. Medical Support

- 15.1 There is a qualified first aider 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.

16. 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 maintenance, catering and caretaking areas of the school.

17. Lost or Missing Children

- 17.1 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.
 - 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 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 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 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 their 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.
- 17.2 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.

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Version control:

Ownership and consultation	
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	
Document application and publication	
England	Yes
Wales	Yes
Spain	Yes
Switzerland	Yes
Italy	Yes
USA	Yes
Greece	Yes
Version control	
Current Review Date	September 2025
Next Review Date	September 2026
Related documentation	
Related documentation	Independent School Standards British Schools Overseas Standards Safeguarding and Child Protection Policy Children Absent from Education, Children Missing Education, and Attendance Policy Educational Visits Policy