

**COGNITA**



# **North Bridge House** **Senior Hampstead**

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

**September 2018**

### 1 Introduction

- 1.1 North Bridge House 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.

### 2 Working Day

- 2.1 The school day is as follows:

Age range	Timings
Yr 7-11	School opens 8.25 and finishes at 4pm. Detentions, clubs and support sessions may run until 6pm

### 3 Start of Day Arrangements

- 3.1 When pupils arrive at school they are expected to wait in the front playground until invited to enter the school at 8.25. If they arrive after this time but before 8.35 they should make their way straight to their form room for registration. If they arrive after this time they should fill out their name in the 'late book' and make their way to their lesson. On Wednesdays pupils who arrive before 9:15 for supervised study should make their way from 8.25 into the dining room. Pupils arriving for lesson 2 (late start only on Wednesday) should make their way to their lesson as they arrive at school. They will be registered in that lesson.
- 3.2 Before school, the following supervision arrangements are in place: pupils are not supervised if they arrive before 8.25 in the morning. If they arrive before this time they are able to wait in the front playground where sensible behaviour is expected at all times.

### 4 Break Time Arrangements

- 4.1 During break, the following arrangements are in place:- Year 7 should make their way to the front playground at break. All other year groups can choose whether to go into the front or back playground during break.
- 4.2 During break, the following supervision arrangements are in place: a team of supervisors will be responsible for the supervision of children at break.

### 5 Lunch Time Arrangements

- 5.1 During lunch, the following arrangements are in place: Year 7 should make their way to the front playground at lunchtime. All other year groups can choose whether to go into the front or back playground during break. Pupils should wait to be called into lunch by the duty supervisors. From early in Year 11 pupils will be allowed off-site during lunchtime. There is a strict signing in and out process which must be adhered to.
- 5.2 During lunch, the following supervision arrangements are in place: : a team of supervisors, led by a Head of Year, will be responsible for the supervision of children at lunchtime.

### 6 End of School Day Arrangements

- 6.1 Pupils are expected to leave the premises by 4.15 unless they are attending an after school activity or detention. No pupils may be in any other area of the school site unless under the direct supervision of an authorised adult.

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

- 7.1 If a pupil is not collected from school by 4.15 they should report to reception.

- 7.2 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 6.30pm. 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 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: 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.
- 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: 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. 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.

### 12 Specific Arrangements for Sixth Form

- 12.1 N/A

### 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 food, art and science; the teacher may be supported by a technician.

### 14 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.

### 15 **Medical Support**

- 15.1 All staff have received first aid training and there are several who have attended more advanced training. 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 reception who will advise the pupil accordingly.

### 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 grounds, 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:
- 17.2. 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.
- 17.3. All remaining children will be kept safe in a secure place with adequate adult supervision, including assistance from other school staff if necessary.
- 17.4. A full headcount will be taken by the teacher-in-charge and matched against the register; usually the class teacher or nominated person.
- 17.5. 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.
- 17.6. The following list held in the school office will be checked: attendance register, off site records, and other school clubs.
- 17.7. 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 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 Headteacher, or SLT member in the absence of the Head, will decide at which point the police will be called.
- 17.8. 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.
- 17.9. As soon as is practicable, the Serious Incident Reporting Form (SIRF) will be completed by the Headteacher and sent to the PA 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.
- 17.10. 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.

- 17.11. 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.
- 17.12. 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.
- 17.13. A thorough search of the premises should continue until the child is found.

### 18 Following the Incident

- 18.1. It is in everyone's interest to resolve what has happened as quickly as possible, consistent with a fair and thorough investigation.
- 18.2. 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.
- 18.3. 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.
- 18.4. The parent/carer(s) will be involved at all times.
- 18.5. 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.
- 18.6. Where the parent/carer(s) remain concerned despite reassurances informally by the school, they may choose to use the school's complaints procedure accordingly.

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

- 19.1. The visit leader must ensure the safety of remaining pupils. At least two adults must stay with them.
- 19.2. One or more adults should immediately start to search for the child.
- 19.3. 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).
- 19.4. 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 and 18 will then be followed.

## Pupil Supervision Policy

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<b>Ownership and consultation</b>	
Document sponsor (role)	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.

<b>Audience</b>	
Audience	Parents of pupils at Cognita schools School staff

<b>Document application and publication</b>	
England	Yes
Wales	Yes
Spain	Yes

<b>Version control</b>	
Implementation date	September 2018
Review date	Review and update for implementation in September 2019

<b>Related documentation</b>	
Related documentation	Independent School Standards British Schools Overseas Standards