

COGNITA



**North Bridge House
Pre-Prep School**

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

September 2020

1 Introduction

1.1 North Bridge House Pre-Prep 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.

2 Working Day

2.1 The school day is as follows:

Age range	Timings
Year 1	The front door and side gate open at 08:30 and children must be on site by 08:50. End of day dismissal is 15:20.
Year 2	The front door and side gate open at 08:30 and children must be on site by 08:50. End of day dismissal is 15:30.

3 Start of Day Arrangements

3.1 When pupils arrive at school they are expected to:

- **Year 1 Drop Off Arrangements:**

Monday, Wednesday and Friday – Parent/ Carer escorts child/ children to the 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 when required line up in class order in the playground. Children are then escorted by their class teacher or TA to the classroom.

The register is taken by 09:00 on SIMs and then the attendance number is recorded by the class white board, eg. 19/20. This is updated throughout the day.

The front door and side gate are supervised by a member of staff from 08:30. The front door and gate are closed at 08:50.

Staff on the side gate have a radio with which to contact the school office, Head of School and site manager in case of an emergency.

If it is raining, children will go straight to their classroom to their class teacher or TA.

- **Year 2 Drop Off Arrangements:**

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

Tuesday and Thursday

Parent/ Carer escorts child/ children to the classroom.

The bell is rung at 08:50 and children when required line up in class order in the playground. Children are then escorted by their class teacher or TA to the classroom.

The register is taken by 09:00 on SIMs and then the attendance number is recorded by the class white board, eg. 19/20. This is updated throughout the day.

The front door and side gate are supervised by a member of staff from 08:30.
The front door and gate are closed at 08:50.

Staff on the side gate have a radio with which to contact the school office, Head of School and site manager in case of an emergency.

If it is raining, children will go straight to their classroom to their class teacher or TA.

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

From 08:00 Parents / Carers are given access to the premises via the front door by the school secretary/ Heads PA, following identification through the CCTV monitor

Parent/ Carer records their name, child's name, date and time in on the Early Drop Off form and they then go to the lunch room where they may make use of the facilities and café. Children remain the responsibility of the parents / carer until 08:30. At 08:30 the child(ren) can be handed over to NBH staff in either the playground or the classroom.

3.3 For pupils arriving by NBH Shuttle Bus 08:40:

Two North Bridge House Pre-Prep staff members collect the Shuttle Bus Register from the school secretary and then walk round to collect the children from the shuttle bus on Nutley Terrace.

The children are checked off against the register, counted and then escorted round to the Pre-Prep.

The Shuttle Bus Register is handed to the school secretary and filed away for future reference and children go to their respective classrooms.

3.4 Late Arrival Arrangements:

Parent/ Carer is identified via CCTV before given access to premises by the School Secretary/ Head's PA as all doors are closed at 08:50.

Parent/ Carer records in date, child's name, class, late arrival time, signature and reason for late arrival on Late/Early Leaving form. School secretary updates the register with commentary accordingly. Child goes straight to their classroom.

3.5 Early Pick-Ups for Appointments: Arrangements

Parent/ Carer is required to seek approval from the Head of School / Executive Headteacher in advance if a child needs to leave school early. The school will provide an Absence Request Form for this. Upon collection at school, Parent/ Carer records date, child's name, class, early pick up time, signature and reason on Late/Early Leaving form. School Secretary/ Head's PA then calls the class teacher and the child is brought to the reception area and handed over to parent/ carer. Register is updated with commentary accordingly.

4 Morning Registration

4.1 Morning registration is taken by class teachers at 09:00. Staff use the following codes to record attendance:

Codes			
Code	Description	Lesson	Links to
/	Present (AM)	/	
\	Present (PM)	\	
B	Educated off site	B	
C	Other authorised circumstances	C	
D	Undefined	D	
E	Excluded	E	
F	Extended family holiday (agreed)	F	
G	Undefined	G	
H	Annual family holiday (agreed)	H	
I	Illness	I	
J	Interview	J	
L	Late (before reg closed)	L	
M	Medical / Dental	M	
N	No reason yet provided for absence	N	
O	Unauthorised circumstances	O	
P	Approved sporting activity	P	
R	Religious observance	R	
S	Study leave	S	
T	Traveller absence	T	
U	Late (after registers closed)	U	
V	Educational visit	V	
W	Work experience	W	
X	Non-compulsory school age absence	X	
-	All should attend / No mark recorded	-	

3.6 Unexplained Absence:

The responsibility to ensure that a pupil attends school regularly is that of their parents/ guardians. The school secretary/ Heads PA will contact parents/ guardians if pupils are absent from school without prior notification. The register will be updated with commentary accordingly.

5 Break Time Arrangements

5.1 During break, the following arrangements are in place:

- The Year 1 classes are timetabled for 2 break times per day.
- The Year 2 classes are timetabled for 2 break times per day.
- There are 3 members of staff on duty at all times
- 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.

6 Lunch Sitting Arrangements

During lunch sittings, the following supervision arrangements are in place:

Supervision of lunchtime periods is provided by two members of staff for each lunch sitting.

7 Afternoon Registration

7.1 Year 1 and Year 2 Afternoon Register:

The register is taken at 13:00 or 13:30 (depending on the timetable) on Sims. The attendance number is updated if need be. Registers are checked and monitored by the school secretary/ Heads PA.

8 End of School Day Arrangements

The side entrance and front door are supervised by a member of North Bridge House staff from 15:20. These are closed at 15:40.

8.1 Pupils are expected to leave the premises by 15:40 unless they are attending an 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.

Afternoon Dismissal for Year 1: Parent/responsible adult picks up child from individual class lines from the playground at 15:20.

The Teacher/TA hands-over child, shaking hands with the child and ensuring that the adult collecting is authorised to do so.

Afternoon Dismissal for Year 2: Parent/ responsible adult picks up child from individual class lines from the playground at 15:30.

The Teacher/TA hands-over child shaking hands with the child and ensuring that the adult collecting is authorised to do so.

Children who have not been collected are taken to the Late Room on the ground floor and recorded in the Late Room Register

For pupils travelling by Shuttle bus

- Class staff member takes child to the Shuttle Room at 15:30.
- Two North Bridge House staff members collect the children along with the Shuttle Bus register and marks the children off against the list.
The register is given to School Secretary/ Head's PA to photocopy and the original is handed back to the Shuttle Bus duty member of staff. A copy is retained by the school secretary.
- The children are escorted to the coach by the two North Bridge House 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.

9 Non-Collection Arrangements at End of Formal School Day

9.1 If a pupil is not collected from school by 16:00, the late room supervisor should inform the school secretary/ Heads PA who will telephone the parent/ carer to enquire.

9.2 The following procedure will be followed when a pupil is not collected:

Late Room:

- Class staff member takes children to the late room and hands the child over to member of staff supervising and signs child in, including the date, class and reason for being late (if known) on to the Late Room log.
- If parent/ carer has not given a reason why the child is late and they have not been collected by 16:00 a member of staff on late duty or tea club will inform the school secretary/ Heads PA who will telephone the parents/ carer.
- When the Parent/ Carer collects the child they must sign the child out, indicating the reason for late room attendance and the time of collection.

10 After School Activities

10.1 When attending an after-school activity, pupils are supervised by authorised adults. The adult is responsible for taking a register at the start and end of the activity.

After School Clubs:

- After School Club teacher signs in on the daily signing in sheet and picks up their clubs registers from the front desk.
- Class staff take children to the club by 15:40 (following the end of the day dismissal) and hands-over to the club leader.
- Club teacher takes registers (x2) at 15:40.
- One copy of the register is returned to the School Secretary/ Head's PA.
- One copy of the register is retained by the club leader.
- When club ends, club teacher hands child over to parent/responsible adult, shaking hands with the child and ensuring that the adult collecting is authorised to do so.
- As each child is dismissed they are marked off on the register.
- If parent/ carer is late the children are handed-over to the North Bridge House staff member supervising Tea Club.
- The club leader returns the second register to the School Secretary/ Head's PA and informs of any children that have been left in Tea Club to await collection.

Tea Club:

- Late room supervisor hands-over to Tea Club staff member and gives them the late room log.
- Tea Club staff member and children stay in a classroom on the ground floor.
- Parent/ Carer is identified by staff and given access to premises by the School Secretary/ Head's PA.
- The Parent/ Carer is required to sign, date and time of collection on the North Bridge House Tea Club form and staff member hands-over child.

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**

- If Parent/ Carer has not collected their child from an After School Club, the members of staff are to inform the school secretary/ Heads PA who will telephone the parents/ carer.
- The child will be taken to Tea Club until parent/ carer arrives.
The parent/ carer will sign the child out with signature, time, date and reason.
- If parent/ carer has not picked up from Tea Club the member of staff is to inform a member of SLT who will telephone the parents/ carer.
The child will stay in Tea Club until parent/ Carer arrives.
Parent/ carer will sign the child out with signature, time, date and reason.

11 Travel to and from School on Buses

11.1 Parents are responsible for ensuring that their children travel safely to and from school. Pupils are supervised by chaperones when travelling on NBH buses and are expected to behave responsibly and to follow instructions. This includes wearing a seat belt at all times.

11.2 The Executive 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 Leaving the Site during the School Day

12.1 It is expected that all pupils will be on site for the entire day unless they have specific permission to leave. Children will not be allowed to leave the premises unless supervised by an authorised adult. Permission from the Head of School or Executive Headteacher must be requested in advance using an Absence Request form. At point of collection, the authorised adult must sign the child out of the school using the Leaving Early / Arriving Late sheet.

10.2 Sick Children/ Accident arrangements

- When pupils are taken ill during the school day the school will, if required and usually after discussions with the class teacher and or trained first aider where appropriate, contact the parents/ carers whether at home or at work in order that the pupil can be collected.
- Information about contacts is kept on the school's database and with the school secretary/ Heads PA.
- The parent/ carer is informed by telephone by the school secretary/ Heads PA.
- When parent/ carer arrives the class teacher is informed by the school secretary/ Heads PA and brings child to the front desk.
The parent/ carer signs the child out using the Early/ Late leaving form and the register is updated accordingly.

Supervision Duties

All members of the staff are expected to take their share of break and lunch time supervisory duties.

For more information on staff duties, please see the duty rota.

13 Supervision during PE Lessons, including Changing Arrangements

PE lessons are supervised by members of the teaching and support staff. When pupils are changing 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.

Pupils are required to wear the gym / games kit to school on the days that they have PE and Games.

14 Medical Support

There is a qualified first aider on the premises welfare from 08:00 to 17:45 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 nearest class teacher or TA.

15 Supervision in Remote Locations

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

16 Lost or Missing Children

16.1 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 Secretary/ Head's PA immediately. There are telephones on each floor to facilitate this.
 - 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.
 - Senior Members of staff and the 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.
- The following lists held with the School Secretary/ Heads PA 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 Secretary / Heads PA will inform the Executive Headteacher and Director of Education (Cognita Head Office)
- 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 Executive Headteacher / Head of School, or SLT member in their absence, 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 Head of School 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 Executive Headteacher and sent to the PA of 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 form.
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.

16.2. 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 Executive Headteacher to Cognita Head Office within 48 hours of the occurrence of the incident.
- Where the child is under two years of age, Ofsted must be informed of the incident under our separate registration arrangements. Local authority children's social care should also 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 informally by the school, they may choose to use the school's complaints procedure accordingly.

16.3 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 and request the support of the venue staff.
- 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 Secretary/ Heads PA,

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- The school will make arrangements to notify the parents accordingly.
The remaining procedures outlined above in sections 16 will then be followed.

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Document author (name)	Alison Barnett, Safeguarding Adviser
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NBH Nursery & Pre-Prep Schools