

COGNITA



**North Bridge House
Nursery School
Pupil Supervision and
Lost & Missing Children Policy**

September 2021

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.
- 1.2 This policy applies to all children, including those in the early years.

2 Working Day

The school day is as follows:

Age range	Timings
Nursery Classes Bears Otters Robins Badgers AM only	Doors open at 08:30, children must be on site by 08:50. End of day dismissal is either 11.30 for morning class or 15.00 for all day class
Pre-Reception Tigers Flamingos Squirrels Koalas Penguins Lions	Doors open at 08:30, children must be on site by 08:50. End of day dismissal is 15.00

3 Start of Day Arrangements

- **Bears, Otters, Robins and Badgers Nursery Class Drop Off Arrangements:**

Parent/carer escorts child to classroom and hands over to class staff members / key people.

Front door and side gate are supervised by a member of staff from 08.30, all staff at doors and gates have a radio in case of emergencies.

Side gate is closed at 08.50 and front door is closed at 09.00.

Register is taken at 09.00 on SIMs by the class teacher or key person and saved, this is checked and monitored by the office administrator. T

he attendance number is recorded on the class white board. (eg: 17/20).

This is updated through- out the day .

- **Pre-Reception Drop Off Arrangements:**

Parent/carer escorts children to the top playground through the Nutley Terrace entrance and hands-over child to class teacher or key person who is waiting in the Top Playground.

The gate is supervised by a member of staff from 08.30, all staff at doors and gates have a radio in case of emergency.

The gate is closed at 08.50 am.

Register is taken at 09.00 on SIMs by the class teacher or key person and saved, this is checked and monitored by the office administrator.

The attendance number is recorded on the class white board. (eg: 17/20). This is updated through- out the day.

If raining, children are dropped off into the Gym and are handed over to waiting staff.

- **Late Arrival Arrangements:** Parent/carer are required to access the school via the main front door to be buzzed in by Office Administrator, as all doors are closed at 08:50.
Parent signs in date, child's name, class, late arrival time, signature and reason on Late/Early Leaving form.
Parent escorts child to classroom and hands-over to class staff and then leaves the building.
- **Early Pick-Ups for Appointments Arrangements:** Parents must inform the school in advance of any early collections and request the permission of the Executive Headteacher / Head of School 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 teacher and child is brought to the front hall 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 office 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 08.25, Nursery school staff collect the children from Breakfast Club and escort them to their class.
- **08.00 Morning Shuttle Bus Waiting Room in Gym :** Parent/carer is identified and buzzed in via the front door by office administrators.
Parent signs themselves, child, date and time in on the Morning Shuttle Bus Waiting Room Form.
- **08.45 Morning Walk Round to Pre-Prep from Nursery School (for pupils in Reception, Year 1 and 2):** On arrival at Breakfast Club, Parent/carer signs in child, date and signature on NBH Nursery Walk round to the Pre-Prep form.
At 8.45 am Pre-Prep staff members escort children to NBH Pre-Prep and take children to classrooms, handing-over to respective class staff.

3.3 For pupils arriving by bus: There are no children in N1 Nursery Classes and N2 Pre-Reception Classes arriving on the shuttle bus.

4 Break Time Arrangements

4.1 **During periods of Outdoor Learning, the following arrangements are in place:** The Nursery Classes and Pre-Reception classes are timetabled for 2 to 3 outdoor learning sessions daily either in the top playground or the bottom playground during am, lunchtime and pm periods. There is a radio held by a member of staff on each playground. Paediatric First Aid trained staff are always on duty.

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 **N2 Pre-Reception Classes** outdoor learning is supervised by 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 members of the class team, children are counted before the children are escorted back to their classrooms.

5 Lunch Time Arrangements

5.1 **During lunch, the following supervision arrangements are in place:**

There are two lunch sittings. The Nursery classes and Pre-Reception are timetabled for lunch either in the Gym or Lunch Room. After the children have eaten lunch, they are timetabled for outdoor learning, either in the top playground or the bottom playground, there are two scheduled times for outdoor play at lunch times.

Supervision of lunchtime periods is provided by 4 to 5 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.

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.

5.3 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 3 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
- Staff will ensure that all sheets or blankets are not wrapped around each child

Nursery Afternoon Register Supervision: Register is taken at 12.45 pm on SIMS.

Pre-Reception Afternoon Register Supervision: Register is taken at 1.30 pm on SIMS.

Registers are checked and monitored by the office administrator

6 End of School Day Arrangements

- 6.1 Pupils are expected to leave the premises by 15:30 unless they are attending the late room, 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.

Badgers (morning only) Dismissal Arrangements:

Parent/carer collects child from individual class lines from the top playground, using the Nutley Terrace entrance. Teacher/key person hands-over child, shaking their hand. The gate is supervised by a member of staff from 11.30 am and closed at 11.40 am. All staff at doors and gates have a radio in case of emergencies. If raining, children are dismissed from the front door.

Afternoon Dismissal for Nursery Classes and Arrangements:

Parent/carer collects child from child's classroom, class staff hands-over and shakes child's hand. Front door and 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.

Afternoon Dismissal for Pre-Reception: Parent/carer collects child from individual class lines in the the top playground, using the Nutley Terrace entrance. Teacher/key person hands-over child, shaking their hand. The gate is supervised by a member of staff from 3.20 pm and closed at 3.10 pm. All staff at doors and gates have a radio in case of emergencies. If raining, children are dismissed from the Gym.

- 6.2 For pupils travelling by bus: **There are no children in Nursery Classes and Pre-Reception Classes leaving on the shuttle bus.**

7 After School Activities

Non-Collection Arrangements at End of Formal School Day

- 7.1 If a pupil is not collected from school by 16.00, late room staff should inform the office administrator who will contact the parents / carers.

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

- **Late Room 3.30 pm – 4.00 pm Arrangements:** Class staff member takes Nursery children to late room in basement, Class staff member takes Pre-Reception children to late room on ground floor, hands-over to members of staff supervising late room and signs child, 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 16.00, 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.

- **Arrangements for Non-Collection of Children**

The office administrator will telephone the parents or carer at 16.00, if the parents or carer is uncontactable, the office administrator will telephone again after 20 minutes and also phones any emergency contacts that the parents have given. If the parents, carer or emergency contacts are still uncontactable, the office administrator will alert the head of School or member of SLT and continue to telephone. If the parents, carers or emergency contacts have been unreachable by 17.45, the office administrator will inform the Head of School who will contact the Metropolitan Police Department and follow their instructions. The 2 staff leads for the after school club will stay with the child.

8 After School Activities

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.

8.1 After School Clubs Arrangements:

After School Club teacher collects 2 registers from the office.

Class staff take children to club at 3.30 pm and hands-over children to club lead and helper.

Club lead completes both registers at 3.30 pm, one is returned to the office, the other copy is retained by the club lead.

When club ends, club teacher hands-over children to parent/carer and ticks off the retained copy of the register.

This happens either at the front door or in the top playground.

If parent/carer is late the children are handed over to the teachers supervising tea club.

The retained copy of the register is returned to the office by the club lead.

8.2 Tea Club Supervision 4.00 pm – 5.45 pm:

Late room supervisors hand children over to tea club staff and hands them the late room log.

Tea Club staff members take children to a designated classroom on the ground floor or basement.

When parent/carer arrives the office receptionist will buzz them in.

Parent / carer will sign and date Late Room Log and NBH Tea Club form and teacher hands-over the child.

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:

- If parent/carer has not collected their child from an after school club, the members of staff are to 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.

- If parent/carer has not picked up their child from tea club, the members of staff are to inform the office administrator who will telephone the parents or carer. Child will stay in Tea Club until parent/carer arrives. Parent/carer will sign child out with signature, class, reason and time.

Arrangements for Non-Collection of Children

The office administrator will telephone the parents or carer, if the parents or carer is uncontactable, the office administrator will telephone again after 20 minutes and also phone any emergency contacts that the parents have given. Administrator will notify SLT or Head of

School. If the parents, carer or emergency contacts are still uncontactable, the office administrator will continue to try telephoning. If the parents, carers or emergency contacts have been unreachable by 17.45, the office administrator will notify the Head of School who will contact the Metropolitan Police Department and follow their instructions. The 2 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.

9 Travel to and from School on Buses:

There are no children in N1 Nursery Classes and N2 Pre-Reception Classes leaving on the shuttle bus.

10 Leaving the Site during the School Day

- 10.1 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 Executive Headteacher or Head of School must be requested in advance, using the *Absence Request Form*, unless the child is sick.

11. Sick Children/Accidents 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 SIMs and in the school office.

Parent/carer is informed by telephone by office administrators.

When parent/carer arrives, class teacher is informed by office administrator and brings child to front hall, parent/carer signs child out using late/early leaving form.

12 Supervision Duties

- 12.1 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.
- 12.2 All classes will be supervised by the relevant teacher and in certain subjects, for example PE, the teacher may be supported by a TA / Key Person.

13 Medical Support

- 13.1 There is a qualified Paediatric first aider on the premises from 07.45 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 a teacher/key person.

14 Supervision in Remote Locations

- 14.1 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.

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 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 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 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 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 Headteacher, 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 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. 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 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, 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 15.1 will then be followed.

17 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 informally by the school, they may choose to use the school's complaints procedure accordingly.

18 Ratios

- Following the Statutory framework for the early years foundation stage (EYFS, Sept 2021) 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 3.29 of the EYFS states – Staffing arrangements must meet the needs of all children and ensure their safety. Providers must ensure that children are adequately supervised, including whilst eating, and decide how to deploy staff to ensure children's needs are met. Providers must inform parents and/or carers about staff deployment, and, when relevant and practical, aim to involve them in these decisions. 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 four children 1:4
 - For children aged three and over: At least 1 member of staff to eight children 1:8
 - If a practitioner has Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification working directly with the children the ratio can be one member of staff for every 13 children. 1:13

North Bridge House Nursery School: Pupil Supervision and Lost & Missing Children Policy

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.

North Bridge House Nursery School: Pupil Supervision and Lost & Missing Children Policy

Ownership and consultation	
Document sponsor (role)	Group Legal Counsel
Document author (name)	Alison Barnett, Regional Safeguarding Lead
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Executive Headteacher
NBH Nursery & Pre-Prep Schools