

COGNITA



**North Bridge House
Pre-Prep**

**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

2.1 The school day is as follows:

Age range	Timings
Reception	The front door and side gate open at 08:30 and children must be on site by 08:50. End of day dismissal is 15:10.
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:

- **Reception Drop Off Arrangements:**

Monday to Friday - Parent/ Carer escorts child/ children to the playground or classroom.

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

The side gate is supervised by two members of staff from 08:30. Supervising staff are positioned on duty in the playground and the classrooms.

The side gate is closed at 08:50.

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

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

- **Year 1 Drop Off Arrangements:**

Monday, Wednesday and Friday – Parent/ Carer escorts child/ children to the playground or 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, e.g., 19/20. This is updated throughout the day.

The side gate is supervised by two members of staff from 08:30. Supervising staff are positioned on duty in the playground and the classrooms.

The side gate is closed at 08:50.

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

If it is raining, children will go straight to their classroom to be greeted by 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 playground or 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, e.g., 19/20. This is updated throughout the day.

The side gate is supervised by two members of staff from 08:30. . Supervising staff are positioned on duty in the playground and the classrooms.

The side gate is closed at 08:50.

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

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

3.2 For pupils arriving by bus:

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.

3.3 Late Arrival Arrangements:

Parent/ Carer is identified via CCTV before given access to premises by the School Secretary 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 or Late/ Early Leaving form. School secretary updates the register with commentary accordingly. Child goes straight to their classroom.

3.4 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 then calls the class teacher via internal phone, and the child is brought to the reception area by a TA 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	-	

4.2 Unexplained Absence:

The responsibility to ensure that a pupil attends school regularly is that of their parents/ guardians. The school secretary 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 Reception classes are timetabled for 2 break times per day(outside of their outdoor learning provision).

The Year 1 classes are timetabled for 2 break times per day.

The Year 2 classes are timetabled for 2 break times per day.

The children have access to all play equipment. During morning break children can snack on fresh fruit, vegetables, crackers and drink milk which are provided by the school.

- 5.2 During break, the following supervision arrangements are in place:
There are always 3 members of staff on duty.
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 Time Arrangements

- 6.1 During lunch, the following arrangements are in place:
Children are brought to the lunchroom by their class teacher or TA. The children line up for their lunch and once they have selected their lunch, they sit on their allocated class table to eat.
- 6.2 During lunch, 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 Reception, Year 1 and Year 2 Afternoon Register:
The register is taken at 13:00, 13:30 or 14:00 on SIMs (depending on the timetable).
The attendance number is updated on the classroom display if need be eg 18/20. Registers are checked and monitored by the school secretary.

8 End of School Day Arrangements

- 8.1 The side entrance is supervised by two members of North Bridge House staff from 15:10 and is closed at 15:40.
Pupils are expected to leave the premises by 15:40 unless they are attending an Extra Curricular 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 Reception: Parent/responsible adult picks up child from individual class lines from the playground at 15:10.

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

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, 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 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. The School secretary is informed if a child has not been collected by 16:00. She will then telephone the parents.

8.2 For pupils travelling by 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 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 who will telephone the parents/ carer.
- When the Parent/ Carer collects the child, they must sign the child out 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 activity.

Extra Curricular Clubs:

- Club Leader signs in on the daily signing in sheet and picks up their club register from the front desk.
- Class staff take children to the club location by 15:40 (following the end of the day dismissal) and hands-over to the club leader.
- Club leader takes registers (x2) at 15:40.
- One copy of the register is returned to the School Secretary.
- One copy of the register is retained by the club leader.
- When club ends, club leader hands child over to parent/responsible adult, 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 and informs her 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.
- The Parent/ Carer is required to sign, date and time of collection on the 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 3rd party chaperones 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.

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.

12.2 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
- The parent/ carer is informed by telephone by the school secretary
- When parent/ carer arrives the class teacher is informed by the school secretary 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.

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 Music, French, Italian or PE; the teacher may be supported by a TA.

14 Supervision during PE Lessons, including Changing Arrangements

14.1 PE lessons are supervised by members of the teaching and support staff.

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

15 Medical Support

- 15.1 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.

16 Supervision in Remote Locations

- 16.1 Some potentially dangerous areas of the school are out of bounds to unsupervised pupils. These include staffroom, 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 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.

17.2 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.

17.3 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,
- The school will make arrangements to notify the parents accordingly. The remaining procedures outlined above in sections 16 will then be followed.

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 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

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 Pre-Prep 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
Consultation – April 2017	Heads at: Breaside Prep, Salcombe Prep, Meoncross, Polam and Southbank Hampstead. Assistant Directors of Education: Robin Davies and Danuta Tomasz.

Audience	
Audience	Parents of pupils at Cognita schools School staff

Document application and publication	
England	Yes
Wales	Yes
Spain	Yes

Version control	
Implementation date	September 2021
Review date	Review and update for implementation in September 2023

Related documentation	
Related documentation	Independent School Standards British Schools Overseas Standards



Executive Headteacher
NBH Nursery & Pre-Prep Schools