

COGNITA



North Bridge House Senior Hampstead

Pupil Supervision and Lost & Missing Children Policy

September 2022

1 Introduction

- 1.1 North Bridge House Senior Hampstead 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 7-11	School opens at 8:20am and finishes at 4pm. On Wednesdays school opens an hour later, at 9:20am. 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 8:20am. They go straight to their form room for registration. If they arrive after 8.30am they are late and should register at the front desk using the electronic *Inventry* system and make their way to their lesson. On Wednesdays pupils who arrive before 9:15am for supervised study make their way from 8:20am into the dining room.
- 3.2 Before school pupils are not supervised if they arrive before 8:20am 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, Year 7 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, a team of supervisors will be responsible for the supervision of children. The team is lead by the 'who ensures that all areas are adequately supervised.
- 4.3 The Duty Lead will call 'wet play' if appropriate and re-allocate the supervisors to watch a floor of the building – pupils go to their forms rooms, or if unavailable (eg Science rooms) to the auditorium.

5 Lunch Time Arrangements

- 5.1 There are two sittings at lunch and pupils are directed to go either to the dining room or to the playgrounds depending upon the weekly schedule. Pupils who eat on the later part of the sitting 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 each lunch sitting a team of supervisors, led by a Duty Lead', will be responsible for the supervision of children at lunch time
- 5.3 In the event of rain at lunchtime, the Duty Lead will use the Sports Hall or Auditorium for pupils who are not in the dining room.

6 End of School Day Arrangements

- 6.1 Pupils are expected to leave the premises by 4:15pm unless they are attending an after school activity. 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 4:15pm they should report to reception.
- 7.2 The following procedure will be followed when a pupil is not collected: once the pupil has reported to reception, staff 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
- 8.2 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.
- 1.4 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 Head of School 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. Year 11 pupils have permission to leave at break (Prefects) and at lunch (all Year 11s) providing parental permission has been given and that they comply with the expected code of conduct.
- 11.2 If a pupil has to leave for an appointment during the school day, parents must ask for permission in advance. The pupil must sign out at reception using the *Inventry* system. Similarly if they return to school they must sign in. If permission has not been requested from the parents, reception staff will contact them before allowing the pupil to leave the site.

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

13 Supervision during PE Lessons, including Changing Arrangements

- 13.1 PE lessons are supervised by members of the teaching staff. When older 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. Staff will only enter the changing facilities where they believe not to do so may place a child at risk.

14 Medical Support

- 14.1 There is a qualified first aider on duty from 8am to 5.30pm every day in term time. 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 who will advise the pupil accordingly

15 Supervision in Remote Locations

- 15.1 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.

16 Lost or Missing Children

- 16.1 In the instance that a child is lost or missing whilst on or off 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 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 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 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 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 Head of School and sent to the PA and 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 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.

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Ownership and consultation	
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Document author (name)	Alison Barnett, Regional Safeguarding Lead (RSL) Reviewed by Alison Barnett, RSL in June 2022
Consultation – April 2017	Heads at: Breaside Prep, Salcombe Prep, Meoncross, Polam and Southbank Hampstead. Assistant Directors of Education: Robin Davies and Danuta Tomasz.

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