

COGNITA



**North Bridge House
Nursery & Pre-Prep
Schools**

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

September 2022

Legend:

Purple font = Nursery Campus (Hampstead)
Green font = Pre-Prep Campus (Hampstead)
Cyan font = West Hampstead Campus

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.

1 Working Day

- 1.1 The school day is as follows:

Hampstead Campus:

Age range	Timings
Pre-Nursery Class: Badgers	Doors open at 08:30, children must be on site by 08:50. End of day dismissal is either 11.45 for AM only children or 15.00 for all day children
Nursery Classes: Tigers Otters Robins	Doors open at 08:30, children must be on site by 08:50. End of day dismissal is either 11.45 for AM only children or 15.00 for all day children
Pre-Reception: Flamingos Penguins Lions Koalas Bears	Doors open at 08:30, children must be on site by 08:50. End of day dismissal is 15.00

Pre-Prep Campus:

Age range	Timings
Reception	Side gate open at 08:30 and children must be on site by 08:50. End of day dismissal is 15:10.
Year 1	Side gate open at 08:30 and children must be on site by 08:50. End of day dismissal is 15:20.
Year 2	Side gate open at 08:30 and children must be on site by 08:50. End of day dismissal is 15:30.

West Hampstead Campus:

Age range	Timings
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Nursery Class: Darwin Class	Doors open at 08:30, children must be on site by 08:50. End of day dismissal is either 11.45 for morning class, 12.30 for morning class staying for lunch, or 15.00 for all day class Afternoon sessions: 12.30 to 15.00
Pre-Reception: Newton Class	Doors open at 08:30, children must be on site by 08:50. End of day dismissal is 11.45 on half days, 12.30 on half days with lunch or 15.00 on full days
Reception Class: Jemison and Franklin Year 1: Johnson Class	Doors open at 08:30, children must be on site by 08:50. End of day dismissal is 15.15

2 Start of Day Arrangements

2.1 When pupils arrive at school they are expected to

Hampstead Campus:

Nursery and Pre-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 members 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 by 09.10 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.

Pre-Reception Drop Off Arrangements:

Parent/carer escorts child to classroom and hands over to class staff members / key people. The gate is closed at 08.50 am. Front door and side gate are supervised members of staff from 08.30, all staff at doors and gates have a radio in case of emergencies. Register is taken by 09.10 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.

Late arrivals must report to the main office via the front door, as all access points are closed. Parent signs in date, child's name, class, late arrival time, signature and reason on Late/Early Leaving form and then leaves the building via the front door. A member of staff escorts child to classroom and hands-over to class staff.

Pre-Prep Campus:

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 administrator, 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 are required to line up in class order in the playground.

Children are then escorted by their class teacher or TA to the classroom.

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

The register is taken by 09:10 on SIMs and then the attendance number is recorded by the class white board, e.g., 19/20. This is updated throughout the day.

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 are required to line up in class order in the playground.

Children are then escorted by their class teacher or TA to the classroom.

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

The register is taken by 09:10 on SIMs and then the attendance number is recorded by the class white board, e.g., 19/20. This is updated throughout the day.

Late arrivals must report to the school administrator via the front door, as all access points are closed.

Parent signs in date, child's name, class, late arrival time, signature and reason on Late/Early Leaving form and then leaves the building via the front door.

A member of staff escorts child to classroom and hands-over to class staff.

For pupils arriving by bus:

Three North Bridge House Pre-Prep staff members collect the Shuttle Bus Register and a walkie talkie from the front desk 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 administrator and filed away for future reference and children go to their respective classrooms.

West Hampstead Campus:

Nursery Darwin and morning only pupils plus Pre-Reception Newton Class Drop Off Arrangements:

Parent/carer escorts child to classroom via the right-hand side gate, entrance from Fordwych Road, and hands over to class teacher and key people.

Parent/carer leaves via the left-hand side gate.

Front door and side gate is 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 0900.

Register is taken by 09.10 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.

Nursery - Darwin Class - Afternoon Class 12.00 pm Drop Off Arrangements (11.30am drop off if lunch is included):

Parent/carer escorts child to enter via the front door where they will be greeted by a member of staff who will then escort them to Darwin Class and hand over to class teacher and key people.

Reception and Year 1 – Jemison, Franklin & Johnson Classes - Drop Off Arrangements:

Parents/carers escort children to the front door, accessed from Fordwych Road and hand over child to teacher or TA who is waiting at the front door where they will be met by their teacher or TA.

The front door is supervised by a member of staff from 08.30.

All staff at doors and gates have a radio in case of emergency.

The front door is closed at 08.50 am.

Register is taken at 09.00 on SIMs by the class teacher or TA 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.

Morning registration is taken by class teachers by 09:10 on SIMs. 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	-	

Early Pick-Ups for Appointments Arrangements: Parents must inform the school in advance of any early collections and request the permission of the 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 administration team 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 side gate by breakfast club staff.
 Parent signs in 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 08.30 am Pre-Prep staff members escort children to NBH Pre-Prep and take children to classrooms, handing-over to respective class staff.
- **07.45 Breakfast Club Supervision:** Parent/carer is identified and buzzed in by the Breakfast Club staff (NBH Personnel) via the front door.
Parent signs in child, class, date and signature on the Breakfast Club form and hands child over to staff.
At 08.25, staff collect the children from Breakfast Club and escort them to their class.

- 3.3 For pupils arriving by bus,
Three North Bridge House Pre-Prep staff members collect the Shuttle Bus Register and a walkie talkie from the front desk 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 administrator and filed away for future reference and children go to their respective classrooms.

3 Break Time Arrangements

- 3.1 During break, the following arrangements are in place

During periods of Outdoor Learning, the following arrangements are in place:

Hampstead Campus:

The Pre-Nursery all day children, 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. Morning only children in Pre-Nursery and Nursery are timetabled one outdoor learning session in the bottom playground in the morning.

The **Nursery and Pre-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 **Pre-Reception Classes** outdoor learning is supervised by 3 to 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.

Pre-Prep Campus:

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.

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.

West Hampstead Campus:

Darwin and Newton classes will largely always have indoor/outdoor free flow with supervision of at least one adult per class outdoor, when there are children from their class outside.

Jemison, Franklin and Johnson classes are timetabled for at least 3 outdoor sessions in the playground during am, lunchtime and pm periods. There will be always at least one member of staff per class on playground supervision, when all three classes are out together.

There is a radio held by a member of staff. Paediatric First Aid trained staff are always on duty.

Arrangements for wet play: If raining and children cannot go into the outdoor environment, they stay in a given classroom with 2 to 3 adults

3.2 During break, the following supervision arrangements are in place:

There are always 3 members of staff on duty in the playground.

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.

When it is wet play children remain in their classrooms supervised by a class teacher or TA.

4 Lunch Time Arrangements

4.1 During lunch, the following arrangements are in place:

Hampstead Campus:

There are two lunch sittings.

Supervision of lunchtime periods is provided by 4 to 5 members of staff in the Lunch room and/or Gym for the **Pre-Nursery, 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.

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. 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.

Pre-Prep Campus:

There are three lunch sittings.

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 table to eat. Children are escorted to the playground after their lunch and handed over to supervisors on duty who are told how many children are in attendance. 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.

When it is wet play children remain in their classrooms supervised by a class teacher or TA.

West Hampstead Campus:

The Nursery, Pre-Reception, Reception and Year 1 classes are timetabled for lunch in the Dining Room on the 1st Floor. After the children have eaten lunch, they are timetabled for outdoor recreation in the playground.

During lunch sittings, the following supervision arrangements are in place: Supervision of lunchtime sittings is provided by 3 members of staff in the Dining Room with Paediatric First Aid trained staff are always on duty.

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 2 members of the class team and are escorted to their classrooms.

5 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.

Hampstead and West Hampstead: 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

8 Afternoon Registration

Pre-Nursery and Nursery Afternoon Register: Register is taken at 12.45 pm on SIMS.

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

Registers are checked and monitored by the administrator.

The attendance number is updated on the classroom display if need be eg 18/20.

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 e.g. 18/20.

Registers are checked and monitored by the administrator.

Nursery, Pre-Reception & Reception Afternoon Register Supervision:

- Register is taken at 1.00 pm on SIMS.
- Reception Afternoon Register Supervision: Register is taken by 1.00 pm
- Registers are checked and monitored by the administrator.

6 End of School Day Arrangements

- 6.1 Pupils are expected to leave the premises by 15:30 / 15:40 unless they are attending the late room, and 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.

Morning only children Dismissal Arrangements:

Parent/carer collects child from individual classes using the front door or side gate on Fitzjohn's Avenue. The Teacher/TA shakes the child's hand and hands-over child, ensuring that the adult collecting is authorised to do so.

The front door and side gate is supervised by a member of staff from 11.45 am and closed at 11.55 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 Pre-Nursery and Nursery Classes and Arrangements:

Parent/carer collects child from individual classes using the front door or side gate on Fitzjohn's Avenue.

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

The 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 top playground, using the Nutley Terrace entrance. Teacher/key person shakes the child's hand and hands-over child, ensuring that the adult collecting is authorised to do so.

The gate is supervised by a member of staff from 3.00 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.

Afternoon Dismissal for Reception:

Parent/responsible adult picks up child from individual class lines from the playground at 15:10.
The Teacher/TA shakes the child's hand and 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 shakes the child's hand and 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 shakes the child's hand and hands-over child, ensuring that the adult collecting is authorised to do so.

Afternoon Dismissal for Nursery, Pre-Reception and Reception Arrangements: Parent/carer collects child from child's classroom (Nursery and Pre-Reception Classes) or from the front door (Reception Class and Year 1), The Teacher/TA shakes the child's hand and hands-over child, ensuring that the adult collecting is authorised to do so. The side gate is supervised by a member of staff from 3.00 pm and doors are closed at 3.30 pm.

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 administrator is informed if a child has not been collected by 16:00. They will then telephone the parents / carer.

6.2 For pupils travelling by bus:

Class staff member takes child to the Shuttle Room at 15:30.

A minimum of three North Bridge House staff members collect the children along with the Shuttle Bus register, a walkie talkie and mark the children off against the register. The register is given to the administrator to photocopy, and the original is handed back to the Shuttle Bus duty member of staff. A copy is retained by the administrator.

The children are escorted to the coach by the three 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.

7 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 Pre-Nursery and 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 in, 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.

Late Room: 3:30 – 4:00 Arrangements

Class staff member takes children to the late room and hands the child over to the 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 administrator who will telephone the parents/ carer.

When the Parent/ Carer collects the child, they must sign the child out and the time of collection.

Late Pick Up 3.15 pm – 3.30 pm Arrangements:

Class staff member takes 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 the child is late and they have not been picked up by 15.15 (Nursery and Pre-Reception) or 3.30 (Reception and Year 1), a member of staff on late duty informs the office administrator who will telephone the parents or carer.

Child will remain under supervision until parent/carer arrives.

When parent/carer arrives, they sign and record time of pick up and reason for lateness. If a parent/carer has not arrived by 15.30/45 the child will be taken into tea club by a member of staff and a member of the admin team will continue to try to contact parents/emergency contacts.

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

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 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 on duty 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 or member of SLT on duty who will contact the Metropolitan Police Department and follow their instructions. The 2 to 3 staff leads for the after-school club will remain with the child until they are collected. There is always a member of the SLT on site until every child has left the building.

8 After School Activities

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

Club Leader sign in on staff signing in sheet

After School Club teacher collects 2 registers from the office.

Class staff take children to club at 3.15 pm / 3.30 pm and hands-over children to club lead and

helper.

Club lead completes both registers at 3.15 pm / 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.

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 administrator and informs them of any children that have been left in Tea Club to await collection

Club Leader signs in on the staff 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 administrator.

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 administrator and informs them of any children that have been left in Tea Club to await collection.

Class teacher remains with club children until 3.15pm.

Class staff take the club children to the club location.

Club leader collects the register from the administrator.

Club leader takes the club register at 3.20pm.

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 register to the administrator and informs them of any children that have been left in Tea Club to await collection.

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 by their parent/ carer at the end of the After School Activity:**

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 by 17:45, the members of staff are to inform the Head of School or member of SLT on duty 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. In the event that a parents/ carer is uncontactable, notify the Head of School or member of SLT on duty who will contact the Metropolitan Police Department and follow their instructions. The 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.

9.5 Tea Club Supervision:

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 administrator 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

9.6 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 by 17:45, the members of staff are to inform the Head of School or member of SLT on duty 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. In the event that a parents / carer is uncontactable, notify the Head of School who will contact the Metropolitan Police Department and follow their instructions. The 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

- 9.1 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.

Class staff member takes child to the Shuttle Room at 15:30.

A minimum of three North Bridge House staff members collect the children along with the Shuttle Bus register, walkie talkie and mark the children off against the register. The register is given to the administrator to photocopy, and the original is handed back to the Shuttle Bus duty member of staff. A copy is retained by the administrator.

The children are escorted to the coach by the three 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.

- 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.

10 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. Children will not be allowed to leave the premises unless supervised by an authorised adult. Permission from the Head of School must be requested in advance, using the *Absence Request Form*, unless the child is sick.

11 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.

12 Supervision during PE Lessons, including Changing Arrangements

- 14.1 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. Younger children (e.g. those under aged 7 years, and those with SEND) may require full supervision or support with changing, undertaken by two teachers being present.

13 Medical Support

- 14.1 There is a qualified 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

- 15.1 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

15 Lost or Missing Children

15.1 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/ administrator **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/ administrator 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 Head of School, Executive Head 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, 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 Head teacher 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 / Head teacher 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.

15.2 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 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 16.1 will then be followed.

16.3 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.

20 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 2021 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

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.

Pupil Supervision and Lost & Missing Children Policy


Ownership and consultation	
Document sponsor (role)	Group Director of Education
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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