



North Bridge House Senior Hampstead

COGNITA

Pupil Supervision and Lost & Missing Children Policy

September 2023

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, including those in the early years.

2 Working Day

- 2.1 The school day is as follows:

Age range	Timings
Years 7-11	School opens at 8:20am and finishes at 4pm. On Wednesdays school opens an hour later, at 9:10am. 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 9:10am 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 led by the allocated duty lead who ensures that all areas are adequately supervised. A weekly schedule for supervision is drawn up at the start of each term. Cover is allocated if a supervising teacher is absent.
- 4.3 During Wet Break pupils return to their classrooms and the team of supervisors patrol each floor.

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, who is expecting to be collected from school by a parent, 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.
- 9.4 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 Headteacher 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 Specific Arrangements for Sixth Form – N/A

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

14 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.

15 Medical Support

- 15.1 There is a qualified First Aider on duty from 8.30am to 5pm 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 medical room on the ground floor.

16 Supervision in Remote Locations

- 16.1 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.

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 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 Headteacher, 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 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 Headteacher 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.

17.2 In the instance that a child is thought to be lost or missing on whilst off-site we will follow the following procedure:

- If a teacher suspects that a child is missing from an off-site 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 or site 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 area 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 area. If something is discovered, the SLT member must be immediately informed.
- If the child is not found after this initial search and/or approximately 10 minutes from the initial report of them deemed missing, the teacher in charge will inform the Headteacher, 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 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 Headteacher 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 area should continue until the child is found.

Version control:

Ownership and consultation	
Document Sponsor	Group Director of Education
Document Author / Reviewer	Regional Safeguarding Lead (RSL)
Consultation & Specialist Advice	
Document application and publication	
England	Yes
Wales	Yes
Spain	Yes
Switzerland	
Italy	
Version control	
Current Review Date	September 2023
Next Review Date	September 2024
Related documentation	
Related documentation	Independent School Standards British Schools Overseas Standards