

COGNITA



North Bridge House Pre-Prep School

Pupil Supervision and Lost & Missing Children Policy

September 2023

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	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.

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 a hard copy register. The hard copy register is then handed to the Administrator who then uploads the class attendance on to ISAMs. The attendance number is recorded by the class teacher on a 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, Deputy Head 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 may escort 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 09:00 on a hard copy register. The hard copy register is then handed to the Administrator who then uploads the class attendance on to ISAMs. The attendance number is recorded by the class teacher on a white board, e.g., 19/20. This is updated throughout the day.

Year 2 Drop Off Arrangements:

Monday, Wednesday and Friday - Parent/ Carer may escort child/ children to Teacher or TA in the playground.

Tuesday and Thursday

Parent/ Carer may escort 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 09:00 on a hardcopy register. The hard copy register is then handed to the Administrator who then uploads the class attendance on to ISAMs. The attendance number is recorded by the class teacher on a white board, e.g., 19/20. This is updated throughout the day.

The following codes are used to record attendance:

# = Planned Whole Or Partial School Closure B = Off-Site Educational Activity C = Leave Of Absence Granted By The School D = Dual Registered At Another School E = Excluded But No Alternative Provision Made G = Holiday Not Granted Or In Excess H = Family Holiday Granted By The School	I = Illness J = Interview M = Medical Or Dental Appointment N = Reason For Absence Not Yet Provided O = Absent Without Authorisation P = Participating In A Supervised Sporting Activity R = Religious Observance	S = School not yet started T = Traveller Absence U = Arrived In School After Registration Closed V = Educational Visit Or Trip W = Work Experience X = Non-Compulsory School Age Y = Exceptional Circumstances Z = Prospective Pupil Not On Admission Register
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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.

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/carers are given access into school by the school administrator via the front door. Parent signs in date, child's name, class, departure time, signature and reason on Late/Early Leaving form.

School administrator calls teacher and child is brought to the front hall and handed over to parent/carers.

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 at the Nursery site where children attend the Breakfast Club:

07.45 Breakfast Club Supervision: Parent/carers are 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.

08.30 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.

- 3.3 For pupils arriving by bus: Two or 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 shuttle bus 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.

4 Break Time Arrangements

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 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.

Arrangements for wet play: If raining and children cannot go into the outdoor environment or playground they stay in a given classroom supervised by a class teacher or TA.

5 Lunch Time Arrangements

- 5.1 During lunch, the following arrangements are in place:

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. There are always at least 2 members of staff on duty in the lunchroom for Reception and 1 member of staff for Years 1 and 2.

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. There are always 3 members of staff on duty.

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.

6 Afternoon Registration

Reception, Year 1 and Year 2 Afternoon Register:

The register is taken on a hard copy register. The hard copy register is then handed to the Administrator who then uploads the class attendance on to ISAMs. The register is taken at 13:00, 13:30 or 14:00 (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.

7 End of School Day Arrangements

- 7.1 Pupils are expected to leave the premises by 15:30/ 15:40 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.

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.

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.

- 7.2 For pupils travelling by bus:

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

Two or 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 North Bridge House Pre-Prep 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.

8 Non-Collection Arrangements at End of Formal School Day

- 8.1 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.
- 8.2 The following procedure will be followed when a pupil is not collected:
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.

9 After School Activities

- 9.1 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 activity.
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 child/ 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.
- 8.2 No pupil should leave without the authorisation of the adult leading the activity.
- 9.3 The following procedure will be followed when a pupil is not collected by their parents/carers at the end of the After School Activity:
If parent/carers has not collected their child from an after-school club, the members of staff are to inform the school administrator who will telephone the parents or carer. Child will follow through to Tea Club until parent/carers arrives. Parent/carers will sign child out with signature, class, reason and time.
If parent/carers 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/carers arrives. Parent/ carers will sign child out with signature, class, reason and time. In the event that a parent/ 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.

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.

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

A minimum of two/ 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 member of staff. A copy is retained by the administrator.

The children are escorted to the coach by the 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.

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. 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.

12 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 PE, the teacher may be supported by a TA / Key Person.

13 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.

14 Medical Support

- 15.1 There is a qualified welfare officer on duty from 07:45 to 15:45 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/TA or key person.

15 Supervision in Remote Locations

- 16.1 Some potentially dangerous areas of the school are out of bounds to unsupervised pupils. These include staffrooms, maintenance, catering, and caretaking areas of the school.

16 Lost or Missing Children

16.1 In the instance that a child is lost or missing whilst on the school site we will follow the following procedure:

- If a teacher suspects that a child is missing from a lesson or activity, they will contact the nearest member of SLT and school 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.

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

- The visit leader must ensure the safety of the remaining pupils. At least two adults must stay with them.
- One or more adults should immediately start to search for the child.

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- 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 administrator, 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.

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