

# COGNITA



**North Bridge House**  
Nursery & Pre-Prep School  
West Hampstead

## **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

Age range	Timings
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 15.00 on full days or 13.00 on half days
Reception Class: Franklin Year 1: Anning Class Year 1 / 2: Lovelace Class	Doors open at 08:30, children must be on site by 08:50. End of day dismissal is 15.15

### 3 Start of Day Arrangements

- 3.1 When pupils arrive at school they are expected to:

#### **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 iSAMs 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, Year 1 and Year 1 / 2 – Franklin, Anning & Lovelace 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 iSAMs 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 iSAMs. Staff use the following codes to record attendance:

### **School Registration Codes**

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

**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 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.

#### 4 Break Time Arrangements

4.1 During break, the following arrangements are in place:

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. Franklin, Anning and Lovelace 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. Paediatric First Aid trained staff are always on duty.

Lunch Time Arrangements

5 During lunch, the following arrangements are in place

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.

#### 6 End of School Day Arrangements

6.1 Pupils are expected to leave the premises by 15.15 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.

6.2 **Afternoon Dismissal Arrangements:** Parent/carer collects child from child's classroom (Nursery and Pre-Reception Classes) or from the front door (Reception Class, Year 1 and Year 1 / 2), 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.

### **7 Non-Collection Arrangements at End of Formal School Day**

#### **7.1 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/Year 1 / 2), 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/carers arrives.

When parent/carers arrives, they sign and record time of pick up and reason for lateness. If a parent/carers 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.

- 7.2 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 activity. 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, and the above procedure as detailed in 7.2 will be followed.

- 8.2 No pupil should leave without the authorisation of the adult leading the activity

- 8.3 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 office 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 parents/ carers 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 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. When parent/carer arrives the office administrator will buzz them in.

Staff will log what time the child was collected and by whom on the 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 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.

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.

### 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.

### 11 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.

### 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

15.1 There is a qualified welfare officer on duty 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

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.



### 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 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 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.

### Version control:

Ownership and consultation	
Document Sponsor	Group Director of Education
Document Author / Reviewer	Regional Safeguarding Lead (RSL)
Consultation & Specialist Advice	
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Wales	Yes
Spain	Yes
Switzerland	
Italy	
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Related documentation	
Related documentation	Independent School Standards British Schools Overseas Standards



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