



North Bridge House  
Prep School

**COGNITA**

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

## **North Bridge House Prep September 2023**

### 1 Introduction

- 1.1 North Bridge House Prep School 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	8:15 – 3:30
Year 1 and 2	8:20 – 3:30
Year 3 and 4	8:20 – 3:45
Year 5 and 6	8:20 – 3:45
Year 7 and 8	8:20 – 3:45

### 3 Start of Day Arrangements

- 3.1 When pupils arrive at school they are expected to meet their teachers in the following locations:

Age range	Location
Reception	Playground by the Gloucester Avenue door
Year 1 and 2	Playground by the Gloucester Avenue door
Year 3 and 4	Parkway playground
Year 5 and 6	Form rooms
Year 7 and 8	Form rooms

- 3.2 Before school, the following supervision arrangements are in place:

Early Club from 07:45 in the English 1 classroom

- 3.3 For pupils arriving by bus, staff will escort the children to school. If they arrive before 8:20, they will be taken to Early Club for supervision. If they arrive later than 8:20, they will meet their teachers in the locations detailed above.

### 4 Break Time Arrangements

- 4.1 During break, the following arrangements are in place: Children are supervised in the Gloucester Avenue playground (Reception - Year 2 -Autumn 2023) or the Parkway playground (Years 3-8 – Autumn 2023).

- 4.2 During break, the following supervision arrangements are in place: Staff are allocated duties and should supervise the children in the relevant playgrounds. These duties are detailed on the school timetabling system and are covered in the event of staff absence.

During adverse weather conditions, the staff on duty will take children to their classrooms to have break.

### 5 Lunch Time Arrangements

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

Age range	Location	Time
Reception	Chapel	11:30 – 12:00

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Year 1 and 2	Chapel	11:30 – 12:00
Year 3	Drama Studio	12:00 – 12:30
Year 4	Drama Studio	12:30 – 13:00
Year 5	Chapel	12:30 – 13:00
Year 6	Chapel	12:00 – 12:30
Year 7 and 8	Chapel	13:00 – 13:30

- 5.2 During lunch, the following supervision arrangements are in place: Staff are allocated lunch duties and should supervise the children in the relevant locations. These lunch duties are detailed on the school timetabling system and are covered in the event of staff absence.

## 6 End of School Day Arrangements

- 6.1 Pupils are expected to leave the premises by 4:00pm 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. Class teachers bring their classes out to dismiss to parents and carers at the following times and locations:

Age range	Location	Time
Reception	GAP playground	3:30
Year 1 and 2	GAP playground	3:30
Year 3 and 4	GAP playground	3:45
Year 5 and 6	Parkway playground	3:45
Year 7 and 8	Through the double doors on the corner of Gloucester Avenue and Parkway	3:45

- 6.2 For pupils travelling by bus, they are supervised and registered in the Chapel from 3:45 by staff.

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

- 7.1 If a pupil is not collected from school by 3:30 (Year 1), 3:45 (Year 3 and 4), 4:00 (Reception, Years 5 – 8) they should be escorted to the Main Reception area, where the front desk staff will supervise them.
- 7.2 The following procedure will be followed when a pupil is not collected: front desk staff to phone parents or carers until contact is made, using every number stored on the school information management system (SIMs).

## 8 After School Activities

- 8.1 When attending an after-school activity, pupils are supervised by authorised adults. Pupils go to the Drama Studio for 3:45 to be collected for their clubs. The adult facilitating the after-school activity is responsible for taking a register at the activity. The member of staff on 'Clubs Duty' will be informed if any child does not arrive as expected and will alert a member of the Senior Leadership team if the absence is unexplained.
- 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: Report to reception and contact made with parent or guardian.

### **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.
- 9.3 The following procedure will be followed when a pupil is not collected: Teacher to ring parents and make contact with parent/guardian. Teacher is to remain with pupil at reception or other highly visible location.

### **10 Travel to and from School on Buses**

- 10.1 Parents are responsible for ensuring that their children travel safely to and from school. Pupils are not supervised by school staff when travelling on buses and they are expected to behave responsibly and to follow the driver's instructions. This includes wearing a seat belt at all times.
- 10.2 The Head of School reserves the right to prohibit a specific pupil from travelling on school sponsored transport if their behaviour does not meet the required standard.

### **11 Leaving the Site during the School Day**

- 11.1 It is expected that all pupils will be on site for the entire day unless they have specific permission to leave.

### **12 Supervision Duties**

- 12.1 All members of the staff are expected to take their share of break and lunchtime supervisory duties. For more information on staff duties, please see the duty rota.
- 12.2 All classes will be supervised by the relevant teacher and in certain subjects, for example food, art and science; the teacher may be supported by a technician.

### **13 Supervision during PE Lessons, including Changing Arrangements**

- 13.1 PE lessons are supervised by members of the teaching staff. When older pupils are changing or showering, teachers must be mindful of both their responsibility for appropriate supervision and the need for a pupil's privacy, with due regard for the Safeguarding and Child Protection Policy. Staff will only enter the changing facilities where they believe not to do so may place a child at risk. 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**

- 14.1 There is a qualified welfare officer on duty from 9:00am to 4:00 pm 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. Otherwise, a number of First-Aid trained staff are available on site. A pupil who feels unwell during the day should report to the school nurse or reception if nurse is unavailable.

### **15 Supervision in Remote Locations**

- 15.1 Some potentially dangerous areas of the school are out of bounds to unsupervised pupils. These include science laboratories and the grounds, maintenance, catering and caretaking areas of the school.

### 16 **Lost or Missing Children**

- 16.1 In the instance that a child is lost or missing whilst on 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.
- 16.2 All remaining children will be kept safe in a secure place with adequate adult supervision, including assistance from other school staff if necessary.
- 16.3 A full headcount will be taken by the teacher-in-charge and matched against the register; usually the class teacher or nominated person.
- 16.4 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.
- 16.5 The following list held in the school office will be checked: attendance register, off site records, and other school clubs.
- 16.6 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 and Assistant Director of Education (Cognita Head Office), including where a child is found wandering or at risk of being lost or missing. The designated safeguarding officer in school will be notified immediately and they will ensure that the parents have been informed by the responsible teacher. The Headteacher, or SLT member in the absence of the Head, will decide at which point the police will be called.
- 16.7 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.
- 16.8 As soon as is practicable, the Serious Incident Reporting Form (SIRF) will be completed by the Headteacher and sent to the PA 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.
- 16.9 Near misses will also be recorded and reported to the Assistant 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.
- 16.10 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.
- 16.11 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.
- 16.12 A thorough search of the premises should continue until the child is found.

### 17 **Following the incident:**

- 17.1 It is in everyone's interest to resolve what has happened as quickly as possible, consistent with a fair and thorough investigation.
- 17.2 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.
- 17.3 Where the child is under two years of age, Ofsted must be informed of the incident under our separate registration arrangements. Local authority children's social care should also be informed of any missing child in the early years, and our usual local authority safeguarding and child protection arrangements followed.

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- 17.4 All relevant policies and procedures will immediately be reviewed and revisions presented formally to the Assistant Director of Education for approval within 5 working days.
- 17.5 The parent/carer(s) will be involved at all times.
- 17.6 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.
- 17.7 Where the parent/carer(s) remain concerned despite reassurances informally by the school, they may choose to use the school's complaints procedure accordingly.
- 18 In the instance that a child is thought to be lost or missing on whilst off-site we will follow the following procedure:
- 18.1 The visit leader must ensure the safety of remaining pupils. At least two adults must stay with them.
- 18.2 One or more adults should immediately start to search for the child.
- 18.3 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).
- 18.4 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 and 17 will then be followed.

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<b>Ownership and consultation</b>	
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.

<b>Audience</b>	
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<b>Related documentation</b>	
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