

COGNITA



GLENESK
Pre-Prep School & Nursery

Pupil Supervision and Lost & Missing Children Policy

September 2024

1 Introduction

- 1.1 Glenesk School takes seriously its responsibility to ensure that pupils are always supervised properly 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
2-4 years mornings	8.40-12.00
2-4 years mornings including lunch	8.40-1.30
2-4 years All day	8.40-3.20
4-5 years	8.30-3.30
5-7 years	8.30-3.45
Early Birds	7.45 - 8.30
Clubs	3.45 – 4.30
Stay & Play	3.30 – 6.00

3 Start of Day Arrangements

- 3.1 When Nursery to Reception pupils arrive at school they are expected to be taken to the school front door (where they will be met by a member of staff) by their parent or responsible adult. When Year 1 and 2 pupils arrive at school they can be dropped off in the drop off bay outside the school front door (where they will be met by a member of staff) and the child can make their own way to their classroom
- 3.2 Before school, the following supervision arrangements are in place: Early Birds in the Stay & Play classroom or outside in the playground.
- 3.2 Glenesk does not provide a bus service for pupils

4 Break Time Arrangements

- 4.1 During break, the following arrangements are in place. There is a daily staff Duty Rota to ensure supervision on the Playgrounds
- 4.2 During break, the following supervision arrangements are in place: Staff are on Duty in the Nursery and Rising Reception playgrounds and the Main Playground. A similar arrangement is in place for wet breaks in the classrooms

5 Lunch Time Arrangements

- 5.1 During lunch, the following arrangements are in place: A duty rota is in place to ensure children are supported and supervised during lunchtimes
- 5.1 During lunch break, the following supervision arrangements are in place: Staff are on Duty both in the Nursery and Rising Reception playgrounds and the Main Playground. A similar arrangement is in place for wet breaks in the classrooms and the staffing rota remains the same

6 End of School Day Arrangements

6.1 Pupils are expected to leave the premises by 3.30pm (Early Years) or 3.45pm (KS1) unless they are attending an after school activity. Children attending clubs leave at 4.30pm. Children attending Stay & Play, may stay until 6pm. No pupils may be in any other area of the school site unless under the direct supervision of an authorised adult.

6.2 Court Orders

Schools will support any court orders in place, in relation to collection of children and contact arrangements. Should a parent who is due to collect their child according to the order not arrive, then the school will telephone them initially. If schools fail to make contact within 30 minutes, the school will call the other parent and request they collect their child. Should a parent, who is not due to collect their child arrive at the school with the aim of collection, then the parents will be advised to make agreed arrangements. This communication will take place off site (see Safeguarding Policy)

7 Non-Collection Arrangements at End of Formal School Day

7.1 If a pupil is not collected from school at normal collection time, they should be taken to Stay & Play. The office staff should be informed and the child's parents contacted. If the office staff are not present, the Stay & Play staff should contact the parent.

7.2 The following procedure will be followed when a pupil is not collected:
The child should remain in Stay & Play until they are collected. If no contact can be made with the parent, then the Head Teacher/Deputy Head/Senior member of staff should be contacted and remain at school with the child until contact is made with the parent or another named adult

8 After School Activities

8.1 All staff are issued with a Clubs and Stay & Play list, a copy of which is on the "Clubs and Wraparound care" notice board in hallway corridor.

When attending an after-school activity, pupils are supervised by authorised adults

The adult facilitating the activity is responsible for taking a register at the activity.

If a child does not arrive at the activity, the facilitator should check the whereabouts of the child with the class teacher and or the school office

8.2 No pupil should leave without the authorisation of the adult leading the activity subject to suitable and agreed handover arrangements.

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:

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

The child should remain in Stay & Play until they are collected. If no contact can be made with the parent, then the Head Teacher/Deputy Head/Senior member of staff should be contacted and remain at school with the child until contact is made with the parent or another named adult

9 Sporting Fixtures

9.1 PE staff supervise children when at fixtures. At least 2 members of staff attend the fixture

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:
The school office should be contacted and contact made with the parent. The Glenesk member of PE staff must remain with the child until they are collected by their parent or a named adult

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.
- 10.3 Please see above section 3.3. for arrival information and 6.2 for departure information.

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 8.00 to 4.30 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 first aid co-ordinator in the school office.

15 Supervision in Remote Locations

- 15.1 16.1 Some potentially dangerous areas of the school are out of bounds to unsupervised pupils. These include the swimming pool area, the catering and caretaking areas of the school and combine harvester climbing frame.

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 In the instance that a child is lost or missing whilst on the school site we will follow the following procedure:
- The Headmistress is to be informed and a search instigated immediately
 - The register should be checked to establish which child is missing

Pupil Supervision and Lost & Missing Children Policy

- Staff will be allocated to check grounds and rooms to ensure the child has not hidden or been locked in anywhere within the boundary. Care must be taken to ensure all other children on site are safe whilst the search is underway.
- Staff must be aware that they should remain calm in order not to cause panic among the children.
- The search will be overseen by the Headmistress with the school office used as the reporting site. If the Headmistress is not on site, the Deputy Head will take over these responsibilities.
- The Headmistress will contact the parent/carers – constant liaison will be maintained via the school office
- If the child is not found immediately the police will be informed. Police will be given:-
 - the school's address
 - The next of kin of the child
 - A description of the child, including age, sex and full information
 - about clothing child was wearing at the time of disappearance
 - Any information as to a possible reason why the child may have gone missing (ie an argument etc)
 - which members of staff are searching and the school mobile number, if in use.
- If the child is found safe parents and police will be informed immediately. A report will be prepared for Cognita and Ofsted. Risk Assessments will be re-assessed by the SLT in light of the incident and amendments made, if necessary

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:

- Keep the rest of the group together and check the register again.
- Inform site personnel. Ensure the rest of group is safe and kept together.
- Instigate search of immediate area with other site staff.
- The Group Leader should inform the Headmistress immediately, who will contact parents as well as the Police, if the child is not found quickly.
- If the child is not found quickly advice must be taken from the Police as to how the search should be widened.
- The Group Leader must ensure that constant liaison is maintained with the Headmistress who will document the incident.

Pupil Supervision and Lost & Missing Children Policy

Version control:

Ownership and consultation	
Document Sponsor	Group Director of Education
Document Author / Reviewer	Regional Safeguarding Lead (RSL) Reviewed by RSL June 2024
Consultation & Specialist Advice	
Document application and publication	
England	Yes
Wales	Yes
Spain	Yes
Switzerland	
Italy	
Version control	
Current Review Date	September 2024
Next Review Date	September 2025
Related documentation	
Related documentation	Independent School Standards British Schools Overseas Standards