

COGNITA



Duncombe
School

An Independent Preparatory
School and Nursery

Pupil Supervision and Lost & Missing Children Policy

September 2024

Date Policy Reviewed	Policy Reviewed By	Reason/Outcome	Next Review Due
1 st September 2016	Jeremy Phelan	Review	Autumn 2018
4 th September 2018	Nicola Sands	Review	Autumn 2019
3 rd September 2019	Nicola Sands	Review	Autumn 2020
4 th September 2020	Nicola Sands	Review	Autumn 2021
25 th August 2021	Jeremy Phelan	Review	Autumn 2022
1 st September 2022	Lydia Cartwright	Review	Autumn 2023
8 th August 2023	Lydia Cartwright	Review	Autumn 2024
1 st September 2024	Lydia Cartwright	Review	Autumn 2025

Pupil Supervision and Lost & Missing Children Policy

1 Introduction

- 1.1 Duncombe 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
2-5 years old	08:30 – 15:30
	Part-time – 08:30-12:30 or 12:30-15:30
5-7 years old	08:30 – 15:30
8-11 years old	08:30 – 15:50
2-5 years old	08:30 – 15:30

3 Start of Day Arrangements

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

Treetops – be delivered by parents to the Treetops building

Pupils are to remain with their parents or carers until 08:15 then:

Lower School – wait in the New Hall, under supervision from 08:15

Upper School – wait in Old Hall, under supervision from 08:15

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

Breakfast Club is available by prior arrangement from 07:30 – 08:15

4 Break Time Arrangements

- 4.1 During break, the following arrangements are in place:

Main School pupils have break from 10:30 – 10:55 and will be outside, unless it is wet play.

EKG/KG and Nursery have a break time of 10:45 – 11:30

Reception and Lower School has an additional play time from 14:25 – 14:40

- 4.2 During break, the following supervision arrangements are in place:

Staff across the school are on a duty rota. If it is wet play, the same staff cover specific areas inside the school building.

5 Lunch Time Arrangements

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

There is a lunch rota throughout the whole school which sees children from Treetops to Upper School have their lunch between the times of 11:30 – 13:40

- 5.2 During lunch, the following supervision arrangements are in place:

Staff across the school are on a duty rota. If it is wet play, the same staff cover specific areas inside the school building.

6 End of School Day Arrangements

- 6.1 In Treetops pupils in Early Kindergarten and Kindergarten are expected to leave via the Exploration Hub into the Treetops garden, pupils in Nursery and Reception will leave via the Treetops Main Entrance. Pupils in Main School are expected to leave from the exit doors in New Hall. These arrangements apply unless a pupil is attending an After School Activity. Any change to these pick-up/collection points are shared with the parents/carers before-hand.
- 6.2 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 within 10 minutes of the agreed collection time at the end of the day the class teacher will refer the child to our After School Care provision. If a child is not collected within 15 minutes of the agreed collection time following ASC (6.30pm) we will call the contact numbers for the parent or carers. If there is no answer, the After School Care Leader will begin to call the emergency numbers for this child. During this time, the child will be safely looked after. If there is no response from the parents' or carers' contact numbers or the emergency numbers a member of the Leadership Team will be contacted.

We will make a full written report of the incident.

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
- 8.3 The following procedure will be followed when a pupil is not collected: If a child is not collected within 15 minutes of the agreed collection time following ASC (6.30pm) we will call the contact numbers for the parent or carers. If there is no answer, the After School Care Leader will begin to call the emergency numbers for this child. During this time, the child will be safely looked after. If there is no response from the parents' or carers' contact numbers or the emergency numbers a member of the Leadership Team will be contacted.

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: If a pupil is not collected from school within 10 minutes of the agreed collection time at the end of the day the class teacher will refer the child to our After School Care provision. If a child is not collected within 15 minutes of the agreed collection time following ASC (6.30pm) we will call the contact numbers for the parent or carers. If there is no answer, the After School Care Leader will begin to call the emergency numbers for this child. During this time, the child will be safely looked after. If there is no response from the parents' or carers' contact numbers or the emergency numbers a member of the Leadership Team will be contacted.

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 first aider on duty from 7.30am to 6.30pm 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 office during lesson time or to the First Aid duty member during break or lunchtimes.

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, cellar, attic, maintenance, catering and caretaking areas of the school and the Dell.

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 email staff, including LT 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 LT 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 and Cognita Head Office, including where a child is found wandering or at risk of being lost or missing. The DSL in school will be notified immediately and they will ensure that the parents have been informed by the responsible teacher. The Headteacher, or LT 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 accordingly. However, until such time as the child is safely returned to the care of the parent, 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 shared internally with Cognita. 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 General Manager of the Pod 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 remaining pupils. At least two adults must stay with them.
- One or more adults should immediately start to search for the child.
- 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 4 and 5 will then be followed.

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Document Sponsor	Group Director of Education
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