

COGNITA



AKELEY WOOD
SCHOOL

Pupil Supervision and Lost & Missing Children Policy

2020

Pupil Supervision and Lost & Missing Children Policy

1 Introduction

- 1.1 Akeley Wood Junior School and Nursery 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
12months to 3years	Session 1: 8.00am – 1.00pm Session 2: 1.00pm – 6.00pm Option of a full day 8.00am – 6.00pm
Reception to Year 2	8.55am – 3.30pm
Year 3 to Year 6	8.55am – 3.45pm
Before School & After School Provision – Reception to Year 11	7.30am – 8.30am 4.00pm – 6.00pm
Before School Supervision – Reception to Year 6	8.00am – 8.30am – In the Sports Hall with members of duty staff. 8.30am – 8.55am – In Classrooms with Form Teachers
Extra Curricular Clubs	Reception to Year 2: 3.30pm – 4.00pm Year 3 to Year 6: 4.00pm – 4.45pm

3 Start of Day Arrangements

Pupils do not arrive simultaneously on the school premises. Time is made available within the agreed directed time for supervision of children before school. Our responsibility begins when the children arrive at school children arriving for supervision between 08:00 – 08:30 are signed in, in the Sports Hall.

The school has written to all parents stating the time of the start of the school day and indicates that no free arrangements are made for the supervision of children earlier than 08.00

- 3.1 When pupils arrive at school they are expected to

Depending on the time of arrival several options are available to students see below. Students arriving at 8.30 should make their way to class for registration.

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

Pupils requiring an early drop off may attend the supervised Breakfast Club from 07.30-08.30, for an additional charge. Pupils will be fed a choice of breakfast and then have supervised play activities. The older children may choose to join the free supervision in the Hall/Playground once they have eaten (from 08.00-08.30). Pupils are signed in to the Breakfast Club.

3.3 For pupils arriving by bus, depending on the arrival time, will be supervised in the Hall/Playground from 8.00am – 8.30am, or will attend the supervised Breakfast Club from 7.30pm-8.30pm, or will make their way to class registration.

3.4 Registration

The law requires regular attendance by pupils at school and schools are required to take an attendance register twice daily (except where pupils are boarders). This must be done at the start of the morning session, and once during the afternoon session. Schools, including independent schools, must notify the LEA if a pupil attends irregularly, or is absent continuously without authorisation for ten or more school days.

Procedure of Registration:

Morning and Afternoon Registration is recorded following UK law and Government guidelines:

Morning attendance at Akeley Wood Junior School is taken at 8.55am and is recorded by the Form Teacher through the application of SIMS and is checked and monitored by the School Secretary and Receptionist. All Form Teacher attendance registers must be recorded by 9.10am.

Afternoon Registration must be taken by 1.45pm

In case of an emergency/fire/evacuation daily hard copies of all attendance/absence are placed in the Emergency file in the School Office (Y6/Y5 with Phase Leader in Y6/Y5 block).

Should teachers receive any information on a pupil's absence, this information must be forwarded to the School Secretary and Form Teacher.

Any pupils arriving late into school should be marked as absent from their class, and on their arrival to school they should report straight to the School Office where they will be signed in. The Receptionist will update their attendance record.

The law in this country requires all children between five to sixteen who are educated at a school to attend so long as they are well. Permission not to attend school may be granted by the Headteacher up to a maximum of ten days. If permission is not given or the maximum is exceeded then the family is in breach of the law and the school is obliged to make annual return of such unauthorised absences to the Government.

3.5 Supervision in classrooms

Staff and pupils are expected to arrive to lessons, in good time, as far as is practicable, and to wait in an orderly fashion for the room to be vacated. Due to the transit of staff and pupils around the site, it is assumed that staff will complete their lessons in good time to facilitate timely transition to the next class for all. During the lesson, staff should not leave the classroom unattended at any time. In the case of emergency, a pupil will be deployed to seek assistance.

4 Break/Lunch Time Arrangements

During break, the following arrangements are in place

Supervision of breaktime and lunchtime periods is provided by duty staff members, both in the Dining Room and in the playground who patrol the designated areas for pupils at that time. (See Duty Rota for details)

4.1 *Breaktime*

Infant Field – upto 3 members of staff
Junior Field – upto 3 members of staff

4.2 *Lunchtime*

Infant Field – upto 3 members of staff
Junior Field – upto 3 members of staff

4.3 In wet conditions pupils are supervised in classrooms by the duty staff

5 End of School Day Arrangements

Sign Out

At the end of the day pupils sign out with their Class Teacher or the member of staff on late duty, who record that the pupil has left on the class sign out sheets. These are then passed on to the afternoon secretary and held in the School Office.

Students not collected by 4.00pm will be supervised in late pickup until 4.30pm when they will be placed in ASC and charged.

After School Club

Pupils requiring a late pick up may attend the SuperCamps supervised ASC from 4.00pm-6.00pm, for an additional charge.

Pupils have a cooked tea, supervised homework followed by organised play activities. Pupils are handed over to SuperClubs staff who sign them into the ASC and they are signed out on collection by parents.

After-school activities and clubs

Pupils may attend a supervised after school activity. The daily class lists for after school activities are recorded on the academic shared area and on the daily sign out sheets in a folder placed at the desk of the afternoon secretary. Depending on the activity, teachers may end their respective activity by 5.00pm. Teachers must ensure that pupils are signed out from their respective clubs when collected by their parents.

All staff members taking after school activities take attendance registers before and after the activity.

Pupils who are not collected by 5.00pm will be placed in the ASC and charged.

5.1 Pupils are expected to leave the premises by 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.

5.2 For pupils travelling by bus, two buses depart from the school at 3.30pm at 4.30pm. Students will make their own way to the bus where they will meet a supervising adult or be collected from ASC/Late pick up by a supervising adult who ensures they get on the appropriate bus safely. (Pupils traveling on the shuttle bus journey between AWJS and AWSS are chaperoned by a duty member of staff.).

6 Non-Collection Arrangements at End of Formal School Day

If a pupil is not collected from school by 4.00pm they will be supervised in late pickup until 4.30pm when they will be placed in ASC and charged. Parents will be contacted at this point.

- 6.1 Pupils attending clubs who are not collected by 5.00pm will be placed in the ASC and charged. Parents will be contacted at this point.

7 After School Activities

- 7.1 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

The following procedure will be followed when a pupil is not collected: Pupils who are not collected by 5.00pm will be placed in the ASC and charged.

8 Sporting Fixtures

- 8.1 PE staff supervise students when at fixtures.

- 8.2 Parents are always informed of the finish times.

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

The following procedure will be followed when a pupil is not collected: Where matches finish before 4.00pm. Students not collected by 4.00pm will be supervised in late pickup until 4.30pm when they will be placed in ASC and charged.

Where matches finish before 5.00pm. Pupils who are not collected by 5.00pm will be placed in the ASC and charged.

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 Head/Principal 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

- 10.1 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

- 12.1 PE lessons are supervised by members of the teaching staff. When 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.

13 Medical Support

- 13.1 There is a qualified welfare officer on duty 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 main reception.

14 Supervision in Remote Locations

- 14.1 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 and the woods/Forest 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:

A 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 if the lost/missing child is in Early Years, 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 following lists held in the school office will be checked: attendance register, off site records, and other school clubs.

If the pupil 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/Principal and Director of Education (Cognita Head Office), including where a pupil 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/Principal, or SLT member in the absence of the Head/Principal, will decide at which point the police will be informed.

All relevant emergency contacts for pupils will be used to inform parent/carer(s) accordingly. However, until such time as the pupil is safely returned to the care of the parent/carer(s), the Head/Principal remains responsible for the care and welfare of the pupil, including off site.

As soon as is practicable, the Serious Incident Reporting Form will be completed by the Head/Principal and sent to Cognita. The Group Leader (off site) or responsible form/class teacher will make a 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 Director of Education and full details provided in writing to the school's Governance Panel or Meeting. 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

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and procedure must be reviewed and submitted to UK Compliance Committee for approval, via Director of Education.

All incidents will be reported to Cognita School Support Centre, for the attention of our insurers, as appropriate. Staff must try to remember and write down a description of what the pupil was wearing and any distinguishing features.

If a missing pupil 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 pupil is found.

Following the Incident

It is in everyone's interest to resolve what has happened as quickly as possible, consistent with a fair and thorough investigation.

The written findings of the investigation must be reported by the Head/Principal to Cognita Head Office within 48 hours of the occurrence of the incident.

All relevant policies and procedures will immediately be reviewed and revisions presented formally to the Director of Education for approval within 5 working days.

The parent/carer(s) will be involved at all times.

Following receipt of our investigative report, the Director of Education will report their 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.

- 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 Group Leader must ensure the safety of remaining pupils. Where possible, 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 Group Leader must contact police by telephoning 999/112.

The Group 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 will then be followed.

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Ownership and consultation	
Document sponsor (role)	Group Director of Education
Document author (name)	Alison Barnett, Safeguarding Adviser
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Signed:	Simon Antwis, Principal & Michael Rice, Assistant Head