

COGNITA



AKELEY WOOD
SCHOOL

Pupil Supervision and Lost & Missing Children Policy

September 2020

Pupil Supervision and Lost & Missing Children Policy

1. Introduction

- 1.1. Akeley Wood Senior 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.

2. Working Day

- 2.1. The school day is as follows:

Age range	Timings
Years 7 & 8	8.30am – 3.50pm
Years 9 - 13	8.30am – 4pm

3. Start of Day Arrangements

- 3.1. When pupils arrive at school they must not enter their form rooms. They must only enter classrooms after 8.30am when a teacher is present. Sixth Form students may use the Common Rooms upon arrival at school.
- 3.2. Before school, the following supervision arrangements are in place:

Students in year groups 7 & 8 may wait in the entrance hall of Tile House Mansion from 8.00am onwards. However, parents who drop their children off at THM are asked not to leave their children before 8.00am unless a member of staff is present and has been made aware that the student is on site. Just before 8.30am year 7 and 8 students will be dismissed from the Hall to go upstairs to period 1 lessons. Students in year groups 9-11 should wait in the Akeley Wood House Dining Room and parents are **asked not to drop their children before 8am**. Just before 8.30am students will be dismissed from the Dining Room and move to their scheduled period 1 lesson.

Sixth form students may use the common rooms upon arrival from 8.15am

- 3.3. House supervised by the Transport Manager and one member of duty staff. At Tile House Mansion, pupils alight from school buses in the stable courtyard and enter through the side door of the building. Students should register at reception if arriving late (after 8.40am) and then go to Lesson 1.

4. Break Time Arrangements

- 4.1. During break, the following arrangements are in place; Students in year 7-11 are not permitted to remain in classrooms unless as part of a supervised activity. Students will utilise the designated areas in the grounds during break time, only entering the buildings to use the toilet or attend a club or supervised activity. In the event of a Wet/cold Break or adverse weather conditions at either site, students will be notified by class teachers and will go to their designated year group area. Sixth form students are permitted to use

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the common rooms at break time, and tea/coffee and toast facilities are available for Sixth Form students to access.

- 4.2. During break, the following supervision arrangements are in place: At Akeley Wood House students are supervised by duty members of staff situated in strategic points around the school site, in addition to a member of SLT. At Tile House Mansion students are supervised by two duty members of staff.

5. Lunch Time Arrangements

- 5.1. During lunch, the following arrangements are in place: both at AWH and THM students are not permitted to remain in classrooms unless as part of a supervised club/activity. Students will utilise the grounds during lunch time, only entering the buildings to use the toilet or attend a club or supervised activity. They will access the dining hall on both sites as per the rotas and will line up quietly in the designated area until called. In the event of a Wet/Cold Break at either site, students will be notified by class teachers and will go to their designated year group area. Sixth Form students are permitted to use the common rooms during lunch, they are able to access early lunch in the dining hall from 12.40, if they do not have a timetable lesson period four. The end of lunch is signalled with a bell and, at THM, students line up in form groups and are dismissed to lessons by a member of staff.
- 5.2. During lunch, the following supervision arrangements are in place: At Akeley Wood House there are prefects and members of staff supervising the dining hall, in addition to one senior member of staff who supervises the dinner queue. Students are also supervised by duty members of staff in the grounds, in addition to a roving member of SLT. The common room is supervised during lunch time by members of the sixth form leadership team and a designated sixth form supervisor. At Tile House Mansion there are prefects supervising the dining hall and all staff eat in the same dining room as the students throughout the lunch break. Students are also supervised by duty members of staff in the designated outside areas in use at lunchtime.

6. End of School Day Arrangements

- 6.1. Pupils are expected to leave the school premises by 4.20pm unless they are attending an afterschool activity. Whilst waiting to be collected students will be supervised by duty members of staff in the car park area at AWH and in the Hall at THM. If attending an after school activity, students will be supervised by the member of staff leading the activity until every student has been collected by an appropriate adult. It is the responsibility of parents to collect their child promptly at the end of the club/practice or fixture. No pupils may be in any other area of the school site unless under the direct supervision of an authorised adult.
- 6.2. For pupils travelling by bus, students travelling from Tile House Mansion to Akeley Wood House via shuttle are supervised by duty staff who register them as they board the buses and check their seatbelts. All students travelling on school transportation will be supervised in the coach park at Akeley Wood House by members of duty staff, in addition to the transport manager. Prior to departure registers will be taken and seatbelts checked. Students are not

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supervised by as member of AWSS staff on the buses and are expected to adhere to conduct expectations, behaving responsibly and following the drivers' instructions at all times.

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

- 7.1. Students remaining in school and not attending a scheduled club/rehearsal or fixture must be collected by 4.20pm. If students are not collected, they will be placed in After School Club at Akeley Wood House and a charge may be incurred.
- 7.2. The following procedure will be followed when a pupil is not collected: Duty team leader/reception staff will check if a call has been received to explain the late collection. Duty team leader/reception staff will call the parent/guardian to ascertain reason and expected arrival time. The student will be placed in After School Club and a charge may be incurred.

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. The supervising teacher will call the parent/guardian, the supervising member of staff will place the child in After School Club (prior to 6pm) or wait with the students until the parent arrives (post 6pm) in both cases a cost may be incurred.

9. Sporting Fixtures

- 9.1. PE staff supervised students when at fixtures.
- 9.2. Parents are always informed of the finish times.
- 9.3. No pupil should leave without the authorisation of the adult leading the activity.
- 9.4. The following procedure will be followed when a pupil is not collected. The supervising teacher will call the parent/guardian, the supervising member of staff will place the child in After School Club (prior to 6pm) or wait with the student until the parent arrives (post 6pm) in both cases a cost may be incurred.

10. Travel to and from School on Buses

- 10.1. Parents are responsible for ensuring that their children travel safely to and from school. All students travelling on school transportation will be supervised in the coach park at Akeley Wood House by members of duty staff, in addition to the transport manager. Prior to departure, registers will be taken and seatbelts checked. Students are not supervised by a member of AWSS staff on the buses and are expected to adhere to conduct expectations, behaving responsibly and following the drivers' instructions at all times.

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- 10.2. The Principal 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. Specific Arrangements for Sixth Form

- 12.1. Sixth Form students can identify one afternoon per week where, with parental consent, they are permitted to leave the site to work independently.
During Wednesday afternoon Sixth Form students can elect to attend off site sports provision. Students are supervised by two members of staff whilst offsite, travelling to and from school on coaches provided by school.
Sixth form community volunteering takes place on an individual basis, throughout the year all activities adhere to school supervision policy and are fully risk assessed.

13. 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.

14. Supervision during PE Lessons, including Changing Arrangements

- 14.1. 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.
- 14.2. Where possible, female staff should supervise girls and male staff should supervise boys changing areas, however this is not always possible. If the circumstance requires immediate action, a staff member may enter the changing room, irrelevant of the staff members' gender and the gender of pupils in the changing room. The staff member will first knock on the door to give notice of their entrance.

15. Medical Support

- 15.1. There is a qualified Welfare Office on duty from 8.30am to 4pm 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 Wendy Delaney in the medical Room at Akeley Wood House and Kirsty Argall (am) and Karen Grimes (pm) in the Medical Room at Tile House Mansion Reception.

16. Supervision in Remote Locations

- 16.1. Some potentially dangerous areas of the school are out of bounds to unsupervised pupils. These include science laboratories, technology workshop and the water

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treatment works, catering and caretaking areas of the school, the Rhododendrons and the woods.

17. Lost or Missing Children

- 17.1. In the instance that a child is lost or missing whilst on the school site we will follow the following procedure:
- 17.2. If a teacher suspect that a child is missing from a lesson or activity, they will contact the nearest member of SLT and school office immediately.
- 17.3. All remaining children will be kept safe in a secure place with adequate adult supervision, including assistance from other school staff if necessary.
- 17.4. A full headcount will be taken by the teacher-in-charge and matched against the register; usually the class teacher or nominated person.
- 17.5. 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.
- 17.6. The following list held in the school office will be checked: attendance register, off site records, and other school clubs.
- 17.7. 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 Principal 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 office in school will be notified immediately and they will ensure that the parents have been informed by the responsible teacher. The Principal or SLT member in their absence, will decide at which point the police will be called.
- 17.8. 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 Principal remains responsible for the care and welfare of the child, including off-site.
- 17.9. As soon as is practicable, the Serious Incident Reporting Form (SIRF) will be completed by the Principal 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.
- 17.10. 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.
- 17.11. 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.
- 17.12. 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.
- 17.13. A thorough search of the premises should continue until the child is found.

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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 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.

Where the parent/carer(s) remain concerned despite reassurances informally by the school, they may choose to use the school's complaints procedure accordingly.

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 9 and 10 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