

COGNITA



Pupil Supervision and Lost & Missing Children Policy

Date of Issue: September 2022

Pupil Supervision and Lost & Missing Children Policy

1 Introduction

- 1.1 Akeley Wood 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:

Akeley Wood House

Time	Session
8:00am	Site opens & drop off begins
8:30am	Tutor period
8:50am	Period 1
9:45am	Transition
9:50am	Period 2
10:45am	Break
11:00am	Transition
11:05am	Period 3
12:00pm	Transition
12:05pm	Period 4
1:00pm	Lunch
2:00pm	Transition
2:05pm	Period 5
3:00pm	Transition
3:05pm	Period 6
3:50pm	Year 7 & 8 dismissed
4:00pm	Year 9-11 dismissed for collection/buses

AW6

Time	Session
8:00am	Site opens and drop off begins
8:40am	Morning Check in
8:50am	Period 1
9:50am	Period 2
10:45am	Break
11:05am	Period 3
12:05pm	Period 4
1:00pm	Lunch
1:45pm	Afternoon Briefing/Tutor Check In
2:00pm	Period 5
2:55pm	Period 6
3:50pm	Classes end
3:55pm	Bus departs for AWH site

3 Start of Day Arrangements

- 3.1 When pupils arrive at school they are expected to go to the Drama studio or the Canopy (Akeley Wood House) or AW6 Ground Floor (AW6).
- 3.2 Before school, the following supervision arrangements are in place: students are supervised by duty staff from 8:00- 8:30 am.

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 the common areas at break time at AW6.

5 Lunch Time Arrangements

- 5.1. During lunch, the following arrangements are in place: at AWH 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 and stable block as per the rotas and will line up in the designated area until their lunch time; 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 areas at AW6 during lunch.
- 5.2. During lunch, the following supervision arrangements are in place: At Akeley Wood House there is a member of staff supervising the dining hall, in addition to one member of staff who supervises the dinner queue; students are also supervised by duty members of staff in the grounds; the AW6 common spaces are supervised by a member of staff and students are also permitted to use the front astro and the dome which is supervised by a member of staff.

6 End of School Day Arrangements

- 6.1. Pupils are expected to leave the school premises at 4.00pm and by 4.20pm unless they are attending an after school activity. Whilst waiting to be collected students will be supervised by duty members of staff at key collection and crossing points.
- 6.2. 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. 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.

7 Non-Collection Arrangements at End of Formal School Day

- 7.1. If a pupil is not collected from school by 4:20 pm, they should report to reception. If students are not collected, they will be placed in After School Club until 5.30pm at AWH.
- 7.2. The following procedure will be followed when a pupil is not collected: SLT/reception staff will check if a call has been received to explain the late collection; SLT/reception staff will call the parent/guardian to ascertain reason and expected arrival time; the student will be placed in After School Club.

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. The adult leading the activity is responsible for ensuring all pupils have been collected and should alert a member of SLT if there are any concerns.
- 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 or wait with the students until the parent arrives (post 5:30 pm); no member of staff should leave a pupil to wait alone.

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 will be supervised.
- 9.4 The following procedure will be followed when a pupil is not collected: PE staff will contact the school reception; reception team will contact the parents / guardians; the child will be supervised by the PE staff member until collection.

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.

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 times in the week where they do not have lessons and with parental consent, they are permitted to arrive on site late or leave the site early to study independently or pursue agreed activities, such as driving lessons. During Wednesday afternoons Sixth Form students can elect to attend off site sports provision. Students are supervised whilst offsite, travelling to and from school on the school mini-bus or arranged transport by the 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 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.

15 Medical Support

- 15.1 There is a qualified welfare officer on duty from 8:30 am 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. A pupil who feels unwell during the day should report to the First aid office or 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 and the grounds, maintenance, catering and caretaking areas of the school and the woods.

17 Lost or Missing Children

In the instance that a child is lost or missing whilst on the school site we will follow the following procedure.

- 17.1. 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.
- 17.2. All remaining children will be kept safe in a secure place with adequate adult supervision, including assistance from other school staff if necessary.
- 17.3. A full headcount will be taken by the teacher-in-charge and matched against the register; usually undertaken by the class teacher or nominated person.
- 17.4. 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.
- 17.5. The following list held in the school office will be checked: attendance register, off site records, and other school clubs.
- 17.6. 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 Head of School 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 Head of School or SLT member in their absence, will decide at which point the police will be called.
- 17.7. 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 school remains responsible for the care and welfare of the child, including off-site.
- 17.8. As soon as is practicable, the Serious Incident Reporting Form (SIRF) will be completed by the Head of School 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.
- 17.9. 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.

- 17.10. 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.
- 17.11. 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.
- 17.12. A thorough search of the premises should continue until the child is found.

18 Following the Incident

- 18.1 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.
- 18.2 All relevant policies and procedures will immediately be reviewed and revisions presented formally to the Director of Education for approval within 5 working days.
- 18.3 The parent/carer(s) will be involved at all times.
- 18.4 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.
- 18.5 Where the parent/carer(s) remain concerned despite reassurances informally by the school, they may choose to use the school's complaints procedure accordingly.

19 Lost or Missing Children Off Site

In the instance that a child is thought to be lost or missing on whilst off-site we will follow the following procedure:

- 19.1 The visit leader must ensure the safety of remaining pupils.
- 19.2 At least two adults must stay with them.
- 19.3 One or more adults should immediately start to search for the child.
- 19.4 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).
- 19.5 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.
- 19.6 The school will make arrangements to notify the parents accordingly.
- 19.7 The remaining procedures outlined above in sections 17 and 18 will then be followed

Ownership and consultation	
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.

Audience	
Audience	Parents of pupils at Cognita schools School staff

Document application and publication	
England	Yes
Wales	Yes
Spain	Yes

Version control	
Review cycle	Annually
Implementation date	September 2022
Review date	September 2023

Related documentation	
Related documentation	Independent School Standards British Schools Overseas Standards