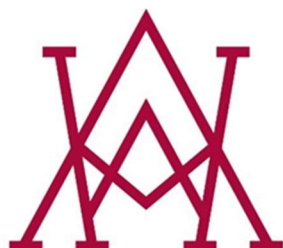


COGNITA



AKELEY WOOD
SCHOOL

Pupil Supervision and Lost & Missing Children Policy

September 2023

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, 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	8.50am – 3.30pm
Year 3 to Year 6	8.50am – 3.45pm
Before School & After School Provision – Reception to Year 6	7.30am – 8.00am 4.00pm – 6.00pm
Before School Supervision – Reception to Year 6	8.00am – 8.30am – In the Sports Hall/Infant Field 8.30am – 8.50am - In Classrooms with Class Teachers
Extra Curricular Clubs	3.45pm – 4.30pm

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. 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 08.00am. Our responsibility begins when the children arrive at school children arriving for supervision between 08:15 – 08:50am.

- 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 after 8.30am 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 07.30-08.00, for an additional charge. Pupils will be fed a choice of breakfast and then have supervised play activities. Children with siblings travelling to the Senior School may choose to join the free supervision in the Sports Hall/Infant Field (from 08.00-08.30). Pupils are signed in to the Breakfast Club before being released to class.

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

4 Break Time Arrangements

- 4.1 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 designated play areas who patrol the areas for pupils at that time. (See Duty Rota for details).
- 4.2 During break, the following supervision arrangements are in place:

R/Y1/Y2 - Infant Field – 2 members of staff

Y3/Y4 - Orchard – 2 members of staff

Y5/Y6 - Trim Trail - 2 members of staff

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

5 Lunch Time Arrangements

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

R/Y1/Y2 - Infant Field – 2 members of staff

Y3/Y4 - Orchard – 2 members of staff

Y5/Y6 - Trim Trail - 2 members of staff

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

6 End of School Day Arrangements

- 6.1 Pupils are expected to leave the premises by 4.30pm 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. Insert how children are supervised to leave the school site.

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 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 supervised ASC from 4.00pm-6.00pm, for an additional charge.

Pupils have a packed lunch, supervised homework followed by organised play activities. Pupils are handed over to 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 pupil lists for after school activities are recorded on the academic shared area and on the daily sign out sheets in a folder placed in the School Office. Depending on the activity, teachers may end their respective activity by 4.30pm. 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 4.45pm will be placed in the ASC and charged.

- 6.2 For pupils travelling by bus, the shuttle bus departs from the school at 3.30pm. Students will make their own way to the bus where they will meet a supervising adult or be collected 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.).

7 Non-Collection Arrangements at End of Formal School Day

- 7.1 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.

Pupils attending clubs who are not collected by 4.45pm will be placed in the ASC and charged.

- 7.2 The following procedure will be followed when a pupil is not collected: The School Office or a member of the Senior Leadership team will endeavour to contact the parents/carers after 4.30pm/6.00pm for Nursery pupils to establish the reason for non-collection, if contact cannot be made with any parents/contacts kept on the school system a member of the Senior Leadership team and relevant authorities will be contacted

8 After School Activities

- 8.1 When attending an after-school activity, pupils are supervised by authorised adults. The adult facilitating the after-school activity is responsible for taking a register at the activity. If a pupil does not arrive as expected the authorised adult will contact the School Office to establish where the pupil is.
- 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 by their parents/carers at the end of the After School Activity: Pupils who are not collected by 4.45pm will be placed in the ASC and charged.

9 Sporting Fixtures

- 9.1 PE staff supervise students when at fixtures – For an away fixture which would take more than 15 minutes to drive from the school premises, a minimum of 2 staff members will be present in case of emergencies, illnesses or other events where one staff member has to supervise, and another has to look after an individual child.
- 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: 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.

Where matches finish after 5.00pm. Pupil who are not collected by the specified collection time will be supervised by the fixture staff members. The member of staff will endeavour to make contact the parent/carers to establish a reason for non-collection, if contact cannot be made with any parents/contacts kept on the school system a member of the Senior Leadership team and relevant authorities will be contacted.

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 Head of School/Executive Head teacher 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 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.

13 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.

14 Medical Support

- 15.1 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 the School Office.

15 Supervision in Remote Locations

- 16.1 Some potentially dangerous areas of the school are out of bounds to unsupervised pupils. These include the basement, maintenance areas, catering and caretaking areas of the school.

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 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 of School / European Director of Education & Executive Headteacher and General Manager (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 of School / European Director of Education & Executive Headteacher, or SLT member in the absence of the Head of School/ European Director of Education & Executive Headteacher, 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 of School / Executive Headteacher 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 of School/ European Director of Education & Executive Headteacher 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 General Manager 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 and procedure must be reviewed and submitted to UK Compliance Committee for approval, via General Manager.

All incidents will be reported to Cognita School Head Office, 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 of School/ European Director of Education & Executive Headteacher 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 General Manager for approval within 5 working days.

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

Following receipt of our investigative report, the General Manager 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.

- 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:

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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