



A K E L E Y W O O D
S C H O O L

Pupil Supervision and
Lost & Missing Children Policy

September 2024

1 Introduction

- 1.1 Akeley Wood 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 The School Day

- 2.1 Timings of the school day are as follows:

Age range	Timings
Nursery	08:00 – 18:00
Junior School	08:30 – 15:45
Senior School	08:30 – 16:00
AW6	08:30 – 16:00

3 Start of Day Arrangements

- 3.1 When pupils arrive at school, our expectations of them are:

Junior School:

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

Senior School:

Pupils either arriving by bus or being dropped off by parents will be supervised in the hard standing areas by members of staff. 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

AW6:

Pupils arrive by shuttle bus, being dropped off or driving themselves in, this is the same for pick up. Staff are in school to supervise pupils and timings of the school day have been shared with parents and pupils. Our responsibility begins when pupils arrive at AW6 after 8am. Pupils are expected to be off site by 4.30pm (4.15 on Friday). Pupils are expected to sign in and out of school, in the same way staff do. They may be allowed off site to travel to other Akeley sites for lessons or community service (by Akeley shuttle bus or own vehicles), or for lunch if they have their own vehicle. Parents have to sign a permission to drive form if their child is driving which stipulates the school requirements in terms of driver behaviour and adherence to the highway code. Parents have to sign a permission to be a passenger form should they wish their child to be driven into school by another

AW6 pupil. Pupils cannot either drive or be a passenger in a car without having signed the permission form. When in own vehicles or traveling with a peer they are not supervised by staff.

4 Break Time Arrangements

4.1 During break, the following arrangements are in place

Junior School:

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. (Details will be found in the Duty Rota available for staff).

Senior School:

Supervision at breaktime and lunchtime is provided by duty staff members, in the in the designated areas that are patrolled by duty members of staff (Details will be found in the Duty Rota available for staff).

AW6:

Students are free to use indoor facilities and common room areas, the cafe is also available. Weather dependent the AW6 grounds are available and students are asked to stay in grounds and in site of house.

Junior School:

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

Senior School:

Main field (Yrs 9/10/11) 2 x member of staff

Jubilee block, 1 x member of staff

Basketball Court/Back field (Yrs 7 & 8), 2 x members of staff

In wet conditions, pupils will be supervised in the Jubilee Block, Main House and Wellbeing Hub

AW6:

Staff are on site to supervise students.

5 Lunch Time Arrangements

5.1 During lunch, the following arrangements are in place for pupil supervision:

Junior School:

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.

Senior School:

Main field (Yrs 9/10/11) 2 x member of staff

Jubilee block, 1 x member of staff

Basketball Court/Back field (Yrs 7 & 8), 2 x members of staff

Dinner queue, 1 x member of staff

Dining Hall, 1 x member of staff

In wet conditions, pupils will be supervised in the Jubilee Block, Main House and Wellbeing Hub

AW6:

Students are free to use indoor facilities and common room areas, the cafe is also available. Weather dependent the AW6 grounds are available and students are asked to stay in grounds and in site of house.

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

Junior School:

Reception lunch takes place in their classroom with 2 staff supervising

Key Stage 1 lunch takes place in the Dining Room with 2 staff and Kitchen staff.

Key Stage 2 lunch takes place in the Dining Room with 1 member of staff and kitchen staff.

Outside play:

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.

Senior School:

Main field (Yrs 9/10/11) 2 x member of staff

Jubilee block, 1 x member of staff

Basketball Court/Back field (Yrs 7 & 8), 2 x members of staff

In wet conditions, pupils will be supervised in the Jubilee Block, Main House and Wellbeing Hub

AW6:

Students are free to use indoor facilities and common room areas, the cafe is also available. Weather dependent the AW6 grounds are available and students are asked to stay in grounds and in site of house.

6 End of School Day Arrangements

- 6.1 Pupils are expected to leave the premises by 4.30pm (AWJS) 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.

Junior School:

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.

Pupils 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.

Senior School:

Pupils are expected to leave the premises by 4.30pm unless they are attending an after-school activity or homework club. No pupils may be in any other area of the school site unless under the direct supervision of an authorised adult.

Pupils not collected, or who miss the bus and are in still after 4.30pm will be supervised in homework club until 5:30pm unless collected earlier.

Homework Club

Pupils requiring a late pick up may attend the supervised Homework Club from 4.00pm-5:30pm.

Pupils make their way to The Wellbeing Hub and the duty member of staff will sign them in. They are signed out on collection by parents.

AW6:

Students should be off site by 4.15 if collected or driving, the bus taking students to the Main house at the end of the day leaves at 3.55. If a student misses this they must go to reception for support.

- 6.2 For pupils travelling by bus, School Staff will ensure that all pupils are accounted for as per the travel schedule for the day. Staff will carry out safety checks prior to the bus leaving including making sure that all pupils have their seatbelts fastened.

Please note: There is no supervision arrangement for pupils travelling from Senior School to Junior School via the end of day inter-campus shuttle. Parents are expected to arrive onsite on time to meet their child from the bus when it arrives at Wicken Park. In the event that a parent will be late, they should inform the School Reception at Wicken Park immediately by calling 01908 571231. Pupils whose parents have not arrived for collection must report immediately to the School Reception where temporary supervision will be arranged. The school reserves the right to apply reasonable charges where supervision is provided.

- 6.3 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 by the end of the school day, and are not scheduled to attend an afterschool club at the school, they should follow the below as relevant to their campus:

Junior School:

If pupils who are not collected at the end of the school day, and are not scheduled to attend afterschool clubs or wrap around care, the school office will contact the parents to understand why they have not been collected. The child will be placed in wrap around care until the end of the school day, and parents will be billed accordingly.

Senior School:

Any pupil not collected or who misses the bus will be supervised in the homework club until 5:30pm at the latest.

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 5:30pms 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

AW6:

The following procedure will be followed when a pupil is not collected: The Receptionist or a member of the Senior Leadership team will endeavour to contact the parents/carers after 4.15pm 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.

- 7.2 The following procedure will be followed when a pupil is not collected:

Junior School:

If pupils who are not collected by 4.45pm the school office will contact the parents to understand why they have not been collected. The child will be placed in wrap around care until the end of the school day, and parents will be billed accordingly.

Senior School:

If a pupil is not collected from school by 4:30pm they will be supervised in the homework club until 5.30pm.

Pupils attending clubs who are not collected by 5:00pm will be placed in the Homework Club.

The following procedure will be followed when a pupil is not collected from any campus by the time school closes:

The School Office or a member of the Senior Leadership team will endeavour to contact the parents/carers after 5:30pm 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

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.

- 8.1 No pupil should leave without the authorisation of the adult leading the activity subject to suitable and agreed handover arrangements.
- 8.2 The following procedure will be followed when a pupil is not collected by their parents/carers at the end of the After School Activity:

Junior School:

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.

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 by their parents/carers at the end of the After School Activity: Pupils who are not collected by 4.45pm will be placed in wrap around care and charged accordingly.

Senior School:

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. It is the child's responsibility to get to any after school activity.

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 by their parents/carers at the end of the After School Activity. Pupils who are not collected by 5:00pm will be placed in the homework club.

AW6:

After school activities do not occur at AW6, any student attending an after school session would do so at the senior site and the same guidance as above applies.

9 Sporting Fixtures

- 9.1 PE staff supervise pupils when at fixtures- and there will always be two members of staff supervising 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 at the designated collection time following a sporting fixture:

Junior School:

Where matches finish before 4.00pm. Pupils 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.

Senior School:

Where matches finish before 4.00pm. Pupils not collected by 4.30pm will be supervised in homework club until 5.30pm..

Where matches finish before 5.30pm. Pupils who are not collected by 5:30pm will be supervised by a member of Senior Leadership Team.

Where matches finish after 5.30pm. 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.

AW6:

Where matches finish before 4.00pm. Pupils not collected by 4.30pm will be supervised in homework club until 5.30pm..

Where matches finish before 5.30pm. Pupils who are not collected by 5:30pm will be supervised by a member of Senior Leadership Team.

Where matches finish after 5.30pm. 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 Headteacher reserves the right to prohibit a specific pupil from travelling on school transport if their behaviour does not meet the required standard.
- 10.3 Please see above section 3.3. for arrival information and 6.2 for departure information.

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

AW6 is open until 4.30pm during which time all students are fully supervised by AW6 staff whilst they wait to be collected by their parents. Parents are informed at the start of term of the opening hours of the site and the latest time at which their child must be collected. A member of the AW6 site team will always supervise any child who needs to remain on site to be collected by a parent who is running later than the 4.30pm official closure of the site.

The AW6 member of staff will contact parents by phone if their child is still waiting to be collected after 4.30pm to ensure that the parent is en route. Staff can then make appropriate arrangements to supervise the child until such time that the parents arrive.

Parents are told that AW6 staff are not permitted to book taxis for their children for transport off site. If a taxi is required if a parent is unable to collect their child, then it is the responsibility of the parent to both book and pay for the taxi in advance.'

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

There is a qualified School Nurse or First Aider on duty during the school 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

Reception, or the First Aid Room at our Senior School Campus (or School Reception if this room is unattended).

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 both the Forest School area the woods.

16.2 For information relating to Educational Visits, please see Educational Visits policy.

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:

Junior School:

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.

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.

A thorough search of the premises should continue until the pupil is found.

Senior School:

A member of staff will make a thorough search of the building and/or site and immediate surroundings including storage areas and toilets.

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.

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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.

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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.

A thorough search of the premises should continue until the pupil is found.

AW6:

A member of staff will make a thorough search of the building and/or site and immediate surroundings including storage areas and toilets. The student will be contacted via their phone and if it is believed they have gone off site with a peer the peer(s) will also be contacted, in case a student has left without signing out, this is done to check whereabouts as students have cars on site and some are given the privilege to leave site at lunch with permission.

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.

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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.

Following the Incident

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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.

A thorough search of the premises should continue until the pupil is found.

17.2 In the instance that a child is thought to be lost or missing 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.

Version control:

Ownership and consultation	
Document Sponsor	Group Director of Education
Document Author / Reviewer	Regional Safeguarding Lead (RSL) Reviewed by RSL June 2024
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Spain	Yes
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