

COGNITA



Milbourne Lodge School
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Pupil Supervision and Lost & Missing Children Policy

September 2018

1 Introduction

- 1.1 Milbourne Lodge 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
Reception to Year 2	8.30am – 3.30pm
Year 3 to Year 5	8.30am – 4.00pm
Year 6 to Year 8	8.30am – 5.05pm

3 Start of Day Arrangements

- 3.1 Pre-Prep (Reception to Year 2)

- There is a chargeable 'Early Birds' Group for those parents who need to drop off early, running from 8am to 8.30am. In exceptional circumstances, with decisions made on an individual basis, Pre-Prep children can join the Prep School Breakfast Club at 7.45am.
- All other pupils are to wait, with their parent/carer, on the Hale Playground until the Pre-Prep staff come out just before 8.30am. The children then form class lines and are taken into their form rooms.

Prep School (Year 3 to Year 8)

- There is a chargeable 'Breakfast Club' for those parents who need to drop off early, running from 7.45am to 8.15am.
- Pupils can enter their form rooms from 8.15am, which are supervised by the Form Tutor.
- If pupils arrive before 8.15am then they are expected to wait on the drive, between the red lines. A member of staff is on duty from 8am to help children cross the road and supervise these children.

- 3.2 For pupils arriving by bus they are to either make their way straight to their form room, if arriving after 8.15am, or join the pupils waiting on the drive if they arrive before 8.15am. Pre-Prep pupils make their way to Early Bird Group.

4 Break Time Arrangements

- 4.1 During break, the following arrangements are in place:

- Children are separated by age in distinct areas (Pre-Prep Play Area, Courts, Astro, Hale Playground).
- In hot weather the garden at the back of school is made available for pupils, although they are not allowed to play in the bushes. Usual supervision occurs.

- 4.2 During break, the following supervision arrangements are in place:

- Each Prep School playground is supervised by a member of staff.
- The Pre-Prep are supervised by two members of staff.

5 Lunch Time Arrangements

- 5.1 During lunch, the following arrangements are in place

- Lunch is staggered to avoid congestion.
 - 12pm Reception to Year 2
 - 12.40pm Year 3 + 4
 - 12.50pm Years 5+

- Priority in the queue is given to those in the Top Year and those with clubs.
- When children are not in the dining room they are on their usual playground.
- Those who have chosen to play first are summonsed with by a whistle blow.
- Prep School pupils are registered as they enter the dining room, this forms our afternoon register and ensures all the children have lunch. The School Office transfer this register onto SIMS after lunch.

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

- Playgrounds are supervised as at Break Time
- The dining room is also supervised, by two members of staff for the Pre-Prep and one for the Prep-School.
- The Deputy Head/teacher registers the pupils coming into the dining room from Year 3 and maintains order in the queue.

6 End of School Day Arrangements

6.1 Pupils are expected to leave the premises by the end of their school day (see Section 2.1) 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.

6.2 For pupils travelling by bus pupils are registered onto the bus by the Bus Chaperone and/or the School Office.

- The Early Bus leaves at 4.15pm. The pupils wait in between the School Office and Music Room.
- The Late Bus leaves at 5.15pm. The pupils wait in the school entrance hall.

6.3 Older pupils may make their own way home, however written permission from parents is required to allow this.

7 Non-Collection Arrangements at End of Formal School Day

7.1 If a pupil is not collected from school after the end of their usual school day they will be brought inside by the member of staff on Gate Duty.

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

- In all cases the School Office/member of staff on duty will ring the parent to determine why they have not been able to pick up.
- Pupils up to Year 5 are taken to their respective homework club.
- Pupils from Year 6 are brought in to wait in the Entrance Hall/1st Floor Library. They are told to not leave until they have told a member of staff that they have been collected.

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:

- If before or at the end of the formal school day at 5.05pm the same procedures are followed as for the End of the Formal School Day.
- If a club/lesson finishes after 5.05pm then the authorised adult taking the activity is responsible for ensuring that the pupil is collected. They are not to leave a pupil uncollected, unless that pupil has been handed over to a member of staff (e.g. Deputy Head, Head, Business Manager).

9 Sporting Fixtures

- 9.1 PE staff supervise students when at home or away fixtures.
- 9.2 Parents are always informed of the anticipated 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:
 - If before or at the end of the formal school day at 5.05pm then the same procedures are followed as for the End of the Formal School Day.
 - If a match finishes after 5.05pm, or at the weekend, the member of staff allocated to that activity will supervise the pupil and contact the parents.

10 Travel to and from School on Buses

- 10.1 Parents are responsible for ensuring that their children travel safely to and from school. The school bus service includes a bus chaperone. Pupils they are expected to behave responsibly and to follow the driver's/chaperone'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 and are signed out by a parent/carer.

12 Supervision Duties

- 13.1 All members of the staff are expected to take their share of supervisory duties. For more information on staff duties, please see the duty rota.
- 13.2 All classes will be supervised by the relevant teacher/teaching assistant.

13 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 Medical Support

- 15.1 There is a qualified welfare officer on duty from 7.45am to 5.05pm 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 tell the member of staff supervising them at the time. They will be sent, if necessary, 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 science laboratories and the grounds, maintenance, catering and caretaking areas of the school and the woods.

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:
 - 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.

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- All remaining children will be kept safe in a secure place with adequate adult supervision, including assistance from other school staff if necessary.
- A full headcount will be taken by the teacher-in-charge and matched against the register; usually the class teacher or nominated person.
- 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.
- The following list held in the school office will be checked: attendance register, off site records, and other school clubs.
- If the child is not found after this initial search the school office will inform the Headteacher 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 Headteacher, or SLT member in the absence of the Head, will decide at which point the police will be called.
- 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 Headteacher remains responsible for the care and welfare of the child, including off-site.
- As soon as is practicable, the Serious Incident Reporting Form (SIRF) will be completed by the Headteacher 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.
- Near misses will also be recorded and reported to the Assistant 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.
- 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.
- 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.
- A thorough search of the premises should continue until the child 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 Headteacher to Cognita Head Office within 48 hours of the occurrence of the incident.
- Local authority children's social care should also be informed of any missing child in the early years, and our usual local authority safeguarding and child protection arrangements followed.
- All relevant policies and procedures will immediately be reviewed and revisions presented formally to the Assistant Director of Education for approval within 5 working days.

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- The parent/carer(s) will be involved at all times.
- Following receipt of our investigative report, the Director of Education will report his 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.

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 visit leader must ensure the safety of remaining pupils. At least two adults must stay with them. If only two adults supervised the trip due to small numbers of children, then one must remain with the children. If at a fixture or small group visit to another school, with just one member of staff, the children can in this situation be supervised by the school staff at the venue.
- 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 will then be followed.

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Ownership and consultation	
Document sponsor (role)	Director of Education
Document author (name)	Alison Barnett, Safeguarding Adviser
Consultation – April 2017	Heads at: Breaside Prep, Salcombe Prep, Meoncross, Polam and Southbank Hampstead. Assistant Directors of Education: Robin Davies and Danuta Tomasz.

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