

COGNITA



Pupil Supervision and Lost & Missing Children Policy

September 2023

1 Introduction

- 1.1 Oakleigh House 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
Nursery	8.50 – 3.00
Reception	8.50 – 3.15
Year 1	8.50 – 3.20
Year 2	8.50 – 3.25
Years 3 & 4	8.50 – 3.30
Years 5 & 6	8.50 – 3.35
After School Club	3.30 – 6.00

3 Start of Day Arrangements

- 3.1 When pupils arrive at school they are expected to head straight to their classroom after being greeted by a member of staff. Please make sure you include how handover happens.
- 3.2 Before school, the following supervision arrangements are in place:
Class teachers in their classrooms from 8:20am. A door rota to meet and greet children.

4 Break Time Arrangements

- 4.1 During break, the following arrangements are in place KS1 on the tennis courts, KS2 on the field. Children are not allowed back into the main building once break time has begun unless accompanied by an adult. In the event of bad weather all children are to remain in their classroom and be supervised by an adult.
- 4.2 During break, the following supervision arrangements are in place:
- Staff supervise the children in their classrooms in line with the break time duty rota
 - Paediatric First Aid Staff will be available

5 Lunch Time Arrangements

- 5.1 At lunchtime, each year group has 30 minutes of outdoor play either immediately before or after eating their lunch. Lunch is served to the pupils in the dining room by the staff members on duty. Nursery pupils are served their lunches in the classrooms. Lunch time covers 11.30 – 1.45 pm.
- 5.2 The pupils are supervised in groups in the dining room and outside by teachers and support staff on a rota basis, Reception - Year 2, Years 3 & 4, Years 5 & 6. If it is too wet for the pupils to play outside, they will be supervised by the members of staff on duty in their classrooms.

6 End of School Day Arrangements

- 6.1 Pupils are expected to leave the premises by 4.00 unless they are attending an after school activity or club. No pupils may be in any other area of the school site unless under the direct supervision of an authorised adult.

7 Non-Collection Arrangements at End of Formal School Day

- 7.1 If a pupil is not collected from school by 4.00, they will be registered in After School Supervision.

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.
- 8.2 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 from a club or from Out of Hours: if a pupil is not collected at the end of an activity, he or she will be taken to afterschool club and registered with the Out of Hours team. If a pupil is not collected by 6.00pm and no message has been received from the parent, the staff on duty will telephone the parent or other named relative or guardian. If it is not possible to make contact and no message has been received after 30-40 minutes of attempting to make contact, then Children's Social Services will be contacted on 01792 635700 or Swansea Out of Hours Service on 01792 775501

9 Sporting Fixtures

- 9.1 Parents are requested to transport and take responsibility for their own children in sporting fixtures that take place after school. There will always be at least one member of PE staff in attendance. At least 2 members of PE staff are in attendance to supervise pupils at fixtures which take place during the school day.
- 9.2 Parents are always informed of the finish times and where they must collect their children.
- 9.3 No pupil should leave without the authorisation of the adult leaving the activity.
- 9.4 If a pupil is not collected from a fixture he or she will be taken back to school and registered in After School Club and the procedures for contacting parents will be followed, as above.

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 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/ALN 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 from 8am 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 their class teacher.

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 There are a limited number of situations where a child could be lost; these are:
- Where a child wanders off on an outing / trip / visit
 - Where a child wanders off from the sports centre
 - Where a child escapes from the woods
 - Where a child escapes from the play area
 - Where a child escapes from the classroom
 - Where a child is taken from School / After School or Holiday Club by an unapproved adult

In the instance that a child is lost or missing we will follow the following procedure:

Alert the member of staff in charge or Headteacher, who will make enquiries of the relevant members of staff as to when the child was last seen and where. They should also ring the office to alert them and they can check the main door and other areas.

Remember the safety of the other children, with regard to supervision and security.

Ensuring that the remaining children are sufficiently supervised and secure, one or preferably two members of staff should search the building, garden or immediate vicinity if off site.

If the child cannot be found within **fifteen minutes** then the police and parents must be informed.

Continue to search, opening up the area, and keeping in touch with others through the use of a mobile phone if available.

When the situation is resolved members of staff should review the reasons for it happening and ensure measures are taken to ensure that it does not happen again.

Version control:

Ownership and consultation	
Document Sponsor	Group Director of Education
Document Author / Reviewer	Regional Safeguarding Lead (RSL)
Consultation & Specialist Advice	
Document application and publication	
England	Yes
Wales	Yes
Spain	Yes
Switzerland	
Italy	
Version control	
Current Review Date	September 2023
Next Review Date	September 2024
Related documentation	
Related documentation	Independent School Standards British Schools Overseas Standards