

COGNITA



Salcombe
Preparatory School

Pupil Supervision and Lost & Missing Children Policy

EUROPE

2025

This policy applies to Salcombe Pre-School (EYFS), Pre-Preparatory School and Preparatory School

1 Introduction

1.1 Salcombe Preparatory 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 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

- The school day is as follows:

Age range	Timings
Pre-School	8.50 – 3.30
Reception	8.50 – 3.30
Year 1	8.50 – 3.40
Year 2	8.50 - 3.45
Years 3 to 6	8.30 – 4.00

3 Start of Day Arrangements

When pupils arrive at school, they are expected to

- Pre-Prep (including Pre-School) – wait outside school until 8.30 unless they are in morning club and then go to their classrooms to meet their teacher.
- Prep – children enter the gate from 8:20, then wait out on the playground until 8.30 when the bell goes – they then get taken to class by their teachers

3.2 Before school, the following supervision arrangements are in place:

- Pre-Prep: Morning club is 8:00 – 8.30am in the hall.
- Prep: Morning club is in the dining room 8:00 – 8.20am

4 Break Time Arrangements

- During break, the following arrangements are in place to ensure the most secure play environment for all pupils; adequate teacher supervision of mid-morning and mid-afternoon (Pre-Prep only) breaks is vital.
- To that end a rota for both Prep and Pre-Prep school play grounds are displayed in the staffrooms.

During break, the following supervision arrangements are in place:

- Inclement Weather – Breaktime and Lunchtime**
 - Whenever possible, breaks must be outdoor, however there will be times when poor weather will prevent that
 - The duty teacher will decide whether outside conditions merit a break being declared indoors. A message should be sent, as soon as possible, to other staff in order for activities to be prepared for the children
 - Different decisions may apply for pupils of different ages
 - Responsible pupils from the Y6 class may be used in classes to assist in supervision but they can never be regarded as having any charge of other pupils
 - All responsibilities attaching to an outdoor playtime still apply though emphasis will differ.

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5 Lunch Time Arrangements

- During lunch, the following arrangements are in place

Responsibilities of Teachers/Staff on Duty at Breaktime or Lunchtime

- To be present in the area for which they are responsible and only to leave that area in exceptional circumstances.
- To patrol visibly the outdoor and cloakroom areas used by the pupil group under supervision.
- To observe pupils' activity to detect in so far as possible any individual or group action which might :
 - Be considered intimidating (bullying)
 - Give rise to injury
 - Cause damage
- Enforcement of such rules as may apply to play areas
- To be aware of such individuals and to challenge those whose presence on school premises is not justified
- In the event of an accident take appropriate action
- Ensure that the appropriate signal (bell) is given on time to indicate the end of break
- Supervision of orderly lines until the class is collected by the class teacher.

6 End of School Day Arrangements

- Pupils are expected to leave the premises 16:00 at the Pre-Prep and 16:15 at the Prep School 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.
- At the Pre-Prep, the gates are opened at 3:30. Parents enter the site and wait on the playground. Parents of Pre-School children go straight round to Pre-School where they collect their child from the staff. All other children are brought out at the relevant time by their class teacher and handed over to the parent collecting.
- At the Prep School, the side gate opens for parents at 4pm. Parents then enter into the playground. Children are brought out by their Form Teacher, they line up and are dismissed to the parent collecting them.
- Pupils are expected to leave the premises by <insert> unless they are attending an after-school activity.
- 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

- The following procedure will be followed when a pupil is not collected: If a pupil is not collected from the Pre-Prep school by 4.00pm, they will be placed in After School Care. If a pupil is not collected from the Prep school by 4.15pm, they will be placed in After School Care. If the parent has not turned up, a phone-call will be made to ascertain their whereabouts.

8 After School Activities

- When attending an after-school activity, pupils are supervised by authorised adults and are handed over to their club by the staff member dismissing them. The adult facilitating the after-school activity is responsible for taking a register at the activity. The school secretary will notify staff if a child is not attending the club.
- 8.2 No pupil should leave without the authorisation of the adult leading the activity subject to suitable and agreed handover arrangements.
- The following procedure will be followed when a pupil is not collected by their parents/carers at the end of the After School Activity: If a child is not collected from an after-school activity, they are then put in the after-school club until someone arrives to collect the child. This is chargeable.

9 Sporting Fixtures

- PE staff supervise students when at fixtures - please consider having a minimum of 2 staff members in case of emergencies, illnesses, or other events where one staff member has to supervise, and another has to look after an individual child.
- Parents are always informed of the finish times and where they must collect their children.
- No pupil should leave the sporting fixture and the supervision of the staff member without their authorisation and their handover to their parent supervised.
- The following procedure will be followed when a pupil is not collected: the child is returned to school (if the match is away) and the child is then put in the after-school club until someone arrives to collect the child. This is chargeable.

10 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.

11 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 art and science; the teacher may be supported by a Teaching Assistant.
- 13.3 Pupils will never be in classrooms without a member of staff supervising them. Following a lesson: the last pupil will leave the classroom and then the supervising member of staff will check that all pupils have left before leaving the room themselves.

12 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.

13 Medical Support

- 15.1 There is a qualified Primary First Aider 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 Primary First Aider.

14 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.

15 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:
 - If a teacher suspects that a child is missing from a lesson or activity, they will email staff, including SLT and school office immediately.
 - 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 and/or approximately 10 minutes from the initial report of them deemed missing, the school office will inform the Headteacher and Cognita Head Office, including where a child is found wandering or at risk of being lost or missing. The DSL 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 accordingly. However, until such time as the child is safely returned to the care of the parent, 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 shared internally with Cognita. 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 General Manager of the Pod 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.

- 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.
 - 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 in sections 4 and 5 will then be followed.

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