



Milbourne Lodge School
ad optima petenda

COGNITA

Pupil Supervision and Lost & Missing Children Policy

September 2023 onwards

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 – Year 5	8.15am – 4.00pm
Year 6 – 8	8.15am – 5.05pm

3 Start of Day Arrangements

- 3.1 Pre-Prep (Reception to Year 2)
- 3.1.1 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.
- 3.1.2 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 (Years 3 to 8)
- 3.1.3 There is a chargeable 'Breakfast Club' for those parents who need to drop off early, running from 7.45am to 8.15am. This includes a light breakfast.
- 3.1.4 Pupils can enter their form rooms from 8.15am, which are supervised by the Form Tutor.
- 3.1.5 If pupils arrive between 8am and 8.15am then they are expected to wait on the drive at the front of school. A member of staff is on duty to help children cross the road and oversee these early arrivers.
- 3.2 Before school, the following supervision arrangements are in place:
A member of staff is on duty at the entrance to school between 8am and 8.30am to help facilitate pupils crossing the road and oversee behaviour of Prep School pupils waiting to come in.
Two additional members of staff are assigned positions along Arbrook Lane to facilitate pupils being dropped off and walking independently to the school.
- 3.3 For pupils arriving by bus, they are dropped at the school gate and escorted onto school grounds by the bus chaperone to join the rest of the supervised pupils.

4 Break Time Arrangements

- 4.1 During break times pupils are supervised by members of staff, in designated playgrounds. 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. Three members of staff supervise the Pre-Prep and one member of staff each Prep School playground. If the weather does not allow outdoor break time, pupils are supervised by Form Tutors in their classrooms, with the assistance of senior pupils.

5 Lunch Time Arrangements

- 5.1 During lunch, pupils are supervised by members of staff, in designated playgrounds. Three members of staff supervise the Pre-Prep and one member of staff each Prep School playground.
- 5.2 Lunch is staggered to avoid congestion in the dining room. There is a member of staff on duty in the dining room when pupils are eating. Priority in the queue is given to the youngest pupils (Pre-Prep, then Year 3 up to 8 in order) 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 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 transfers this register onto iSAMS after lunch.
- 5.3 Wet play arrangements – pupils to go to their Form Classes for wet play. Those staff on duty divide themselves up to oversee each class and the Senior pupils go into the classrooms to support and help out. Other staff not on duty to assist where needed. Year 3-4 may at times go into the Cabin to watch an educational programme.

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, they are collected by the Bus Chaperone from the front of school. The Early Bus leaves at 4.15pm and the Late Bus leaves at 5.15pm.
- 6.3 Pupils in Reception to Year 5 need to be collected from the gate by a parent or carer. Pupils in Years 6 to 8 may leave to make their own way to their cars. They have been told to come back to school, where a member of staff on duty waits by the gate if they cannot find their parents.
- 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 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.
- 7.2 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, Operations Manager).

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 child is on the list and does not attend, then the adult checks in with the Office as to the whereabouts of that pupil. If there is a concern or it is not clear where the pupil is, a phone call home is made to check if they were due to attend the club or not.
- 8.2 No pupil should leave without the authorisation of the adult leading the activity has handed them over to their adult at the gate.
- 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:
- 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, Operations Manager).

9 Sporting Fixtures

- 9.1 PE staff supervise students when at fixtures-there are always at least 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.
- 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:
- If before or 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. 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 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 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 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 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 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, assisted by other staff if available, will make a thorough search of the building and/or site and immediate surrounding including storage areas and toilets.
 - The following list held in the school office will be checked: attendance register, off-site records, and other school clubs.
 - Staff must try to 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.
 - If the child is not found after this initial search the school office will inform the Head and Director of Education, including where a child is found wandering or at risk of being lost or missing. The DSL will be notified immediately and they will ensure that the parents have been informed by the responsible teacher. The Head, or SLT member in the absence of the Head, will decide at which point the police will be called.
 - A thorough search of the premises should continue until the child is found.
 - All relevant emergency contacts for children will be used to inform parents/carer(s) accordingly. However, until such time as the child is safely returned to the care of the a parent/carer(s), the Head 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 Operations Manager and sent to Cognita Head Office. The visit leader (off site) or responsible 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 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 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.

16.2 In the instance that a child is thought to be lost or missing 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 host 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 (999 within the UK or equivalent number if overseas).
- The visit leader should alert the school office, or out-of-hours contact, 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.

16.1 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 to Cognita 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 safeguarding and child protection arrangements followed.

All relevant policies and procedures will immediately be reviewed and revisions presented formally to the Director of Education for approval within 5 working days

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