

COGNITA



Pupil Supervision and Lost and Missing Children Policy

September 2019

1. Introduction

Charterhouse Square School takes seriously its responsibilities to ensure that pupils are supervised properly at all times to ensure their safety while on school premises or on 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 children, including those in the Early Years.

2. Supervision before school.

The parents/guardians of our pupils are aware that the responsibility of supervision of their children will begin at **8:30am** every day, when the school doors open and they enter the building. Occasionally, a child may arrive early for an extra -curricular lesson. If the teacher has not arrived, the child will stay in the office or library until he /she has arrived.

3. Registration.

It is the responsibility of the Registrar to attempt to contact the parent or guardian of any child whose absence has not been authorised.

4. Lesson time.

No class of children is to be left unsupervised for any reason. It is the responsibility of the class teacher to escort their class to other lessons, which are in other parts of the school. With discretionary permission from their teacher, children from the Balloon, Kite and Star may be allowed to travel through the school to a new lesson unescorted. It is the responsibility of the teacher to maintain the discipline and supervision of the children during all lessons, to ensure an effective learning environment is in place and the focus and safety of children is not compromised by unruly behaviour. Any child, who continues to misbehave or interrupt lessons after repeated warnings, should be escorted to either another class, or to the Headmistress, by two monitors, taking some work with them to complete. The teacher is to telephone ahead, to advise the teacher/Headmistress that a child is on their way to them. No child must be told to sit or stand outside a classroom alone.

5. Playtime Supervision.

All classrooms and the staff room display a duty rota to ensure all staff know when and where they are on duty.

5.1 All teachers are to deliver their children to the correct classroom. This may involve the temporary supervision of all children in that room, until the duty teacher(s) has arrived. Once the break has begun, the duty teacher is to remain vigilant and scan the room frequently for children, who may need help with their snack, may be misbehaving, or are endangering other pupils with rough play, as they move around the room. The teacher should be aware that this is a short break and children are expected to finish their snacks, ensure they use the toilet facilities and chat with their friends.

They are not permitted to:

- run around the classroom
- use sports/art/science equipment/toys/board games

5.2 As children become easily immersed in their conversations, they will often forget to have their snack / finish it and /or go to the toilet. The duty teacher must remind them that they must do these things before the end of the break, as they will not be able to eat or go to the toilet in lesson time. If children need to go to the toilets in another part of the school, they may do so in pairs and report to the duty teacher upon leaving and upon their return.

5.3 Five minutes before the end of break, the duty teacher will gain the attention of the children, by clapping their hands and ensure they are silent, as they begin to tidy away and line up with their class.

5.4 It is the responsibility of the duty teacher to ensure that the classroom is returned to its original condition. Monitors may be used to:

Tuck all chairs in

Ensure all rubbish is thrown away and the floors are clear

Tidy books and return to the reading shelves

Clear and wipe tables

Staff to check toilets are left clean and flushed.

The duty teacher will not leave the children until at least one of the children's class teachers have arrived to collect them.

6. Lunchtime play - OUTSIDE

When the children are ready to leave their classroom, they are to be lined up in pairs and in silence. It is the responsibility of the teacher to ensure this happens; this is a busy time for the whole school to be leaving the building and there will be a filtering system, as the children approach the main exit to the school. The Green Room teachers are to supervise their children (Early Years) to be partnered with their buddies from the Star Room.

Once the teacher has supervised their children out of the building, they will turn right and will move along the pavement, stopping at the zebra crossing and await their turn to cross the road. Only when the staff patrolling the road and the crossing, have stopped any oncoming traffic, will the teacher be signalled to cross the road with their class and enter the garden. The teacher will lead their class down the central path to join other classes already present and maintain their supervision, until the garden has been "swept" by teachers for rubbish, or hazardous items, which may have been left by other people, who use the garden. Only when all classes have reached the garden and the duty teachers have arrived, will playtime begin and off duty teachers be permitted to leave.

7. During playtime the teachers on duty must:

- Have a mobile phone, school key fob, the medical bag and the school bell with them.
 - Wear high - visibility jackets.
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- Permanently patrol the garden, looking for any areas of rough play, children who may be in need of help - with the exception of staff who have been positioned at the gates.
- Ensure children do not attempt to climb the trees, play in the meadow areas, damage any plants, stand on the benches.
- Ensure children who may be finishing their lunch remain seated, whilst eating.
- Ensure children do not pick other pupils up.
- Ensure there are no ball games.
- Ensure children do not throw sticks or stones.
- Ensure staff members remain on the two gates.

7.1 Five minutes before the end of playtime, the duty teachers are to ring the school bell and supervise children into their class lines in the designated order.

7.2 When the teachers have arrived to collect their class, they will be informed of any incidents or accidents that may have occurred. It must be agreed which member of staff is completing medical tracker, if required. The children will then be escorted back into school, class, by class, as signalled and guided by the staff patrolling the zebra crossing.

8. Lunchtime play - INSIDE / WET PLAY

The procedure is virtually identical to that of the first morning break, in that the classes will be split into designated areas of play, but during this playtime, children are permitted to use the board games, toys and drawing materials. On a Friday, children may be allowed to watch a DVD, as a treat.

9. Supervision at lunch time

As the children eat in their classrooms, it is the responsibility of the teacher to supervise them to ensure;

- All food and drink is consumed.
- They do not swap food or secretly throw it away.
- They do not consume unhealthy foods, such as crisps, fizzy drinks, cakes, chocolate.
- They do not move around the classroom whilst eating.
- They wash their tables, when they have finished their lunch and packed away.
- They have all gone to the toilet and if required, put on coats, before outside playtime begins.

10. Supervision of P.E.

Due to the nature of these lessons, the sports teachers in charge must ensure the children are not:

- Using/handling/moving/lifting any unsafe, faulty or heavy equipment.
 - Performing their activities on unsafe or cluttered floor surfaces.
 - Asked to perform dangerous manoeuvres.
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- Asked to attempt activities beyond their physical capabilities.
- Wearing inappropriate clothing/footwear/jewellery.

11. Swimming

11.1 The children are supervised at all times whilst changing in the changing rooms. It is the responsibility of the teacher to ensure the children are able to change into and out of their swimwear with respect to their privacy, although children in KS1 will need assistance. The teacher must be vigilant in the changing rooms and ensure children do not run, as the floor is often wet.

11.2 Children are never to be left on their own, at any time and the teacher is always the last to leave the changing rooms, after having “swept” the whole area.

11.3 It is the responsibility of the teacher to escort any Lower House children who may wish to go to the toilet during a swimming lesson, to the changing rooms and return with them to the poolside. For Upper House pupils they go in same sex pairs.

12. Supervision of Science / Art.

It is the responsibility of the teacher in charge to ensure that when teaching these subjects, the children;

- Use protective masks/goggles/gloves/clothing.
- Do not carry hot substances.
- Do not use a glue gun.
- Do not use craft knives or other sharp tools.
- Who are young, are supervised when using scissors.
- Are trained/shown how to use and store equipment and materials properly.

13. Supervision of ICT

It is the responsibility of the teacher in charge of these lessons to ensure children understand they are not permitted to use the computers without teacher supervision. Access to the internet is **NOT** permitted to any child unless a teacher has given them permission and is present in the room.

14. Supervision for lunchtime / after school clubs.

14.1 Children are not to be sent by teachers to the room/location of the club, if the member of staff, who takes that club, has not yet arrived.

14.2 It is the responsibility of any member of staff who oversees an after school club, to ensure the children are collected when the club has ended. Any children not collected, will stay with that member of staff until the parent/guardian has arrived. If no explanation has been received from them for their lateness, it is the responsibility of the member of staff to contact them by phone and supervise the child, until they can get to the school.

14.3 The same rule and procedure will apply for any child, who is not in a club, but is still waiting to be collected, after their normal hometime has

passed. The one difference is that it becomes the responsibility of the main teacher of that child to supervise them, until they are collected and telephone the parent / guardian. (See also Safeguarding Policy).

15. Supervision of children on school trips

Please refer to the **Educational Visits Policy**.

15.1 When children are taken off the school premises the same duty of care expectations exist and it is the responsibility of the teacher in charge of the school trip to ensure adequate supervision is provided for all the children in their care. It is also their responsibility to ensure the correct ratio of children to teachers is organised to ensure the supervision falls within the statutory requirements and is effective.

15.2 Before any school trip takes place it is the responsibility of the teacher in charge to:

- Provide a full risk assessment for all aspects of the trip using EVOLVE.
- Ensure the parents have been informed of the trip and permission gained for any residential stays, late returns or high risk activities.
- Arrange adequate transportation both to and from the activity site.
- Ensure children are reminded of the expectations of their behaviour/rules.
- Ensure the children are put into separate, smaller groups and they know who their team leader is.
- Ensure they are equipped with a register, a charged mobile phone, adequate medical supplies, spare clothing, (where necessary), the agenda of the day's activities.
- Ensure they have taken a security photograph of all children before leaving the school premises.

16. Lost or missing children in school

16.1 Procedures following a Child Reported Missing or Lost

- 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.
 - 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 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.
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- The following lists 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 Director of Education. 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/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.
- 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 and disclosed to the police or other agencies.
- A thorough search of the premises should continue until the child is found.

16.2 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 using a SIRF by the Headteacher to School Support Centre within 48 hours of the occurrence of the incident.
- 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 compliance committee for approval, via Head of Education Compliance
- All relevant policies and procedures will immediately be reviewed and revisions presented formally to the Director of Education for approval within 5 working days.
- All incidents will be reported to the Head of Facilities for the attention of our insurers, as appropriate
- The parent/carer(s) will be involved at all times.
- Following receipt of our investigative report, the Director of Education 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.
- Where the parent/carer(s) remain concerned despite reassurances informally by the school, they may choose to use the school's complaints procedure accordingly.

16.3 Procedures following a Child Missing from an Off Site Location

- The visit leader must ensure the safety of the remaining pupils. At least two adults must stay with them.
 - The security and/or centre staff must be notified immediately.
 - One or more adults should then 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.
 - 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 1 and 2 will be performed.
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