

# COGNITA



## **Pupil Supervision and Lost & Missing Children Policy**

**September 2025**

## **EUROPE**

### 1 Introduction

- 1.1 Charterhouse Square 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

- 2.1 The school day is as follows:

Age range	Timings
Nursery	8.30 – 3.00pm
Reception	8.30 – 3.10pm
Year 1	8.30 – 3.20pm
Year 2	8.30 – 3.20pm
Year 3	8.30 – 3.25pm
Year 4	8.30 – 3.30pm
Year 5	8.30 – 3.30pm
Year 6	8.30 – 3.30pm
Morning Supervision (Nursery-Y6)	8am-8.30am
After School Supervision (Nursery - Y6)	3.30pm-6.00pm

### 3 Start of Day Arrangements

- 3.1 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 Reception area until he/she has arrived. If a child has not arrive as expected (see Child Absent from Education Policy), our School Admin will follow up after doors close and registers have been taken after 9am daily.
- 3.2 Before school, the following supervision arrangements are in place: For children who are registered for Breakfast Club supervision will start at 8am.

### 4 Break Time Arrangements

- 4.1 During break, the following arrangements are in place - Duty rotas are shared with staff at the start of each term to ensure all staff know when and where they are on duty.

During break, the following supervision arrangements are in place: All teachers are to deliver their children to the correct space. 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 to ensure children are happy and safe. The teacher should be aware that this is a short break and children are expected to ensure they use the toilet facilities during this time.

They are not permitted to:

- run around the classroom
- use sports/art/science equipment/toys/board games unless told by the teacher e.g in the Jungle

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.

Five minutes before the end of break, the duty teacher will gain the attention of the children and ensure they tidy up the space and line up with their class.

It is the responsibility of the duty teacher to ensure that the space 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.

### **5 Lunch Time and Other Arrangements**

- 5.1 During lunch, the following arrangements are in place - When the children are ready to leave their classroom, they are to be lined up in silence. It is the responsibility of the teacher to ensure this happens.

**If the children will be having a play time out of the school building teachers must ensure they:**

- Have a school mobile phone, school key fob and medical bag with them
- Wear high – visibility jackets.
- Appoint one member of staff to sweep the area before the children start to play.
- Permanently patrol the area when children are playing
- Ensure staff members who may be guarding gates stay in position

Five minutes before the end of playtime, the duty teachers are to stop the play time and supervise children into their class lines in the designated order.

#### **Roof play**

Staff to patrol around the roof area ensuring that no items of clothing are being thrown around or indeed any other items. Medical bag is located in the toilet. Younger pupils may need support with opening and closing the toilet door.

#### **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.

During lunch, the following supervision arrangements are in place: Green, Red and Yellow and Blue classes have family service in the Forest Studio. Staff are responsible for ensuring that any allergies (as specified by the photo mats) are catered for and that the allergen children remain sitting in their designated place. Children sit at the tables whilst staff serve the lunch, ensuring that enough is eaten before puddings are offered.

Rainbow, Balloon, Kite and Star use the dining hall. The member of staff who is responsible for the class must ensure that allergen children select a red tray and support the child with their choice of lunch to ensure it is compatible to their allergen management plan. The staff member is responsible for ensuring that the children eat enough before being allowed to clear their plates and eat pudding. Children are to use the toilets located on the same floor.

### **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.
- Asked to attempt activities beyond their physical capabilities.
- Wearing inappropriate clothing/footwear/jewellery.

### **Swimming**

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 Lower House will need assistance. The teacher must be vigilant in the changing rooms and ensure children do not run, as the floor is often wet.

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.

Pupils should go to the toilet, after asking a teacher, in same sex pairs.

### **Supervision during PE Lessons, including Changing Arrangements**

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.

### **Supervision of Science/Art/Computing**

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

- Use protective masks/goggles/gloves/clothing where appropriate.
  - 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.
  - Must not use the internet unless a teacher has given permission and is present in the room.
- This is also the case when using 1:1 devices.

### **6 End of School Day Arrangements**

- 6.1 Pupils are expected to leave the premises by 3.30pm 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. Children are supervised to leave the school site and teachers handover to designated pre-arranged, pick up adult – parent, nanny, grandparents etc.

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**

- 7.1 The following procedure will be followed when a pupil is not collected: Hometime is staggered with different doors utilised to keep congestion both in school and on the pavement to a minimum. If a child has not been collected and ten minutes has elapsed since their hometime, the teacher in charge of the class should call both parents/nanny to ascertain what the issue is. If there is no answer a voicemail should be left and an email sent to parents. If the parents are ten minutes away the child may stay in the Reception area waiting. If the period of time is longer, then the child should be signed in to the Club House register and taken to Club House, notifying staff of the issue.

If the child is not collected from Club House by 6pm then the SLT member of staff will call Children's Social Care according to their home postcode.

### **8 After School Activities**

- 8.1 When attending an after-school activity, pupils are supervised by authorised adults. Children who are taking part in after-school activities should go the Dining Room at the end of the formal school day, where they will be collected by the teacher who will be leading the activity. Once the children arrive the staff member in charge must take a register.

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. 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 then take them to Club House. Late collections from Club House should follow the same procedures as late collection from school but with children being brought to the office. All staff must take a register.

- 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 has not been collected and ten minutes has elapsed since their club ended, the teacher in charge of the class should call both contacts to ascertain what the issue is. If there is no answer a voicemail should

be left and an email sent to parents. If the child is not collected from Club House then the SLT member of staff will call Children's Social Care according to their home postcode.

### **9 Sporting Fixtures**

- 9.1 There are always at least 2 staff members to attend fixtures due to 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. The staff member must not leave the sporting fixture without checking that all children have been safely collected; routine checks must be conducted.
- 9.4 The following procedure will be followed when a pupil is not collected: If a child has not been collected and ten minutes has elapsed since their fixture ended, the teacher in charge of the fixture should call both contacts to ascertain what the issue is. If there is no answer a voicemail should be left and an email sent to parents. If the child is not collected from Club House then the SLT member of staff will call Children's Social Care according to their home postcode.

### **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.
- 10.3 Please see above section 3.3. for arrival information and 6.2 for departure information.

### **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**

- 12.1 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.
- 12.2 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 technician.
- 12.3 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.

### 13 Medical Support

13.1 There is a qualified First Aider on site from 8am-6pm 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 Reception Area/Medical Bay.

### 14 Supervision in Remote Locations

Some potentially dangerous areas of the school are out of bounds to unsupervised pupils. These include the Creative Studio, maintenance, catering and caretaking areas of the school, Learning Deck and the kitchens.

### 15 Lost or Missing Children

#### 15.1

- 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 and CCTV images examined. If something is discovered, the SLT member must be immediately informed.
- 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 the Cognita Managing Director and the RSL. 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.

#### 16.1 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 using a SIFR to the MD within 48 hours of the occurrence of the incident, as directed by the Head of H&S
- Near misses will also be recorded and reported to the MD. 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.
- All relevant policies and procedures will immediately be reviewed and revisions presented formally to the Director or 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.

16.2 In the instance that a child is thought to be lost or missing on whilst off-site we will follow the following procedure:

### **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 16.1 and 16.2 will be performed.



### Version control:

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