

COGNITA



St. Mary's Preparatory School (inc. EYFS)

Pupil Supervision and Lost & Missing Children Policy

September 2025

1 Introduction

1.1 St Mary's 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

2.1 The school day is as follows:

Age range	Timings
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Nursery 2.5-4	8:30am -12:00 Noon Morning Session
	11:30-3:00pm Afternoon Session (If a nursery pupil is attending tea club at 3:30pm they remain in nursery)
Reception-Year 6	8:30am-3:30pm
Nursery – Year 6 Tea Club	Club 3:30pm-5:30pm

3 Start of Day Arrangements

3.1 Nursery – enter through Reception with parents until the nursery doors open at 8.30am

Reception – enter through top gate with parents until the Reception doors open at 8:30am.

Years 1 and 2 – wait outside the front door with parents and enter at 8:30am when the door opens.

Years' 3 to 6 - wait with parents and enter via the top gate to enter their classrooms at 8:30am.

3.2 Before school, the following supervision arrangements are in place: Before school, the following supervision arrangements are in place: Supervision on the front gate from 8:25am. Early morning drop-off staff in nursery classroom 7:45- 8:30am Monday-Friday and Before School Clubs Monday- Friday with club leaders.

4 Break Time Arrangements

4.1 During break, the following arrangements are in place: Children are with their Form teachers in their classrooms for snack and then go outside into the playground where there are 2 to 3 members of staff on duty. The nursery children will come out after the main school break and the necessary supervision depending on the number and age of children will be on duty. If the break time weather is deemed to be inclement then the children remain in their Form rooms for indoor play with teacher supervision.

5 Lunch Time Arrangements

5.1 During lunch, the following arrangements are in place: A staff rota is in place to ensure supervision of the children in the dining hall and outside in the playground between 12:30-1:30pm. Nursery lunch is 11:30am to 12:00 noon and nursery staff are on duty to cover this period. If the lunch time weather is deemed to be inclement then we follow our Wet Play procedure.

6 End of School Day Arrangements

- 6.1 Pupils are expected to leave the premises by 3:40pm unless they are attending an after school activity or our after school tea club. No pupils may be in any other area of the school site unless under the direct supervision of an authorised adult. The children in Years' 1 and 2 are seen out to parents through the front door and handed to their parents or carers. The children in Years' 3 to 6 wait in the bottom playground with their form teacher. When they see their parents or carers they shake hands with the teacher responsible for them and wish them a good afternoon. The Reception and Nursery children are handed over to the parents from their classrooms.

St Mary's Preparatory School 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 If a pupil is not collected from school by 3:40pm, they should be placed in tea club and the teacher in charge should notify the school office to check on the whereabouts of the child's parent or carer.

- 7.2 The following procedure will be followed when a pupil is not collected: If the parent/carer has failed to contact the School to explain that they are going to be late, the teacher in charge (or office staff) should telephone all the contact numbers (including emergency numbers) available for that pupil and make every effort to contact a responsible adult. If unable to reach any contacts, the following procedures apply:
All pupils – where after school child care provision is available

We will send the pupil to Tea Club and will continue to try to contact parents/carers. If the child only attends nursery in the morning, include that child in the afternoon session and continue to try and contact the parents/carers.

Pupils who attend Tea Club

If the child is not collected after the official closing time take him/her to a member of the Senior Management Team or the Head, who will try to make contact with parents/carers/emergency contacts. If contact has still not been made and all avenues have been exhausted then the school will contact Social Services.

Discretion will be used with the above procedure in exceptional circumstances such as major disasters or unexpected early closures.

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

- 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: Pupils may attend a supervised after school activity or club. Club lists for the term are prepared by the School Office and the teacher responsible for running the activity/club will take attendance registers before and after the activity/club.

If a pupil does not turn up the teacher will check with the School Office and/or After School Club to confirm whether the child has gone home unwell or left a message that they will not be attending. The School Office will investigate further if there is no explanation as to why a child is not in attendance.

At the end of the activity/club the teacher responsible will dismiss pupils to the designated carer. Pupils who are not collected when a club finishes will be placed

9 Sporting Fixtures

- 9.1 PE staff, TAs or Cleared Parent Volunteers supervise students when at fixtures
- 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: Please follow point 7.2

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 food, 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 Supervision during PE Lessons, including Changing Arrangements

- 13.1 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

- 14.1 There is a qualified first aider on duty every day from 7:45-5:30pm. 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 teacher in the first instance who may then send/take them to the school office if they feel that they need further attention.

15 Supervision in Remote Locations

- 15.1 Some potentially dangerous areas of the school are out of bounds to unsupervised pupils. These include science laboratories and the art/DT room when there is not a member of staff present and maintenance, catering and caretaking areas of the school.

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 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 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 10 minutes from the initial report of them deemed missing, the school office will inform the Head of School and General Manager of the School Pod, including where a child is found wandering or at risk of being lost or missing. The designated safeguarding officer in school will be notified immediately and they will ensure that the parents have been informed by the responsible teacher. The Head of School, 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 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 Head and sent to the Operations Manager. 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 Pod General Manager 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 Educational 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.

17 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 Head Office within 48 hours of the occurrence of the incident.

Local authority children's social care should be informed of any missing child in the early years, and our usual local authority safeguarding and child protection arrangements followed.

All relevant policies and procedures will immediately be reviewed and revisions presented formally to the Pod General Manager for approval within 5 working days.

The parent/carer(s) will be involved at all times.

Following receipt of our investigative report, the Pod General Manager will report his/her 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

18 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 10 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 16 and 17 will then be followed

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