

# COGNITA



Huddersfield  
Grammar School  
The whole child is the whole point

## **Pupil Supervision and Lost & Missing Children Policy September 2019**

### 1 Introduction

- 1.1 Huddersfield Grammar 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
3-5 (Early Years)	8.30am-3.15pm
5-7 (Pre-Prep)	8.30am-3.15pm
7-11 (Prep School)	8.35am-3.40pm
11-16 (Senior School)	8.35am-3.50pm

### 3 Start of Day Arrangements

- 3.1 All pupils are expected to arrive at school in accordance with the timings outlined above. Upon doing so, Early Years, Pre-Prep and Prep School pupils should report immediately to their Form/Class Tutor base. In the Senior School, pupils report to congregated and supervised areas immediately outside of the building housing their form base. During inclement weather, arrangements are made for Senior School pupils to be escorted to their supervised form bases.
- 3.2 Parents who need to drop their children any earlier should leave them in the Out of School Club, which operates in the Dining Hall and opens at 7.30am.

### 4 Break Time Arrangements

- 4.1 During break, the following arrangements are in place:
  - Early Years pupils are supervised in their designated and outdoor spaces, and are given a morning snack of milk and breadsticks
  - Pre-Prep pupils are supervised in their designated classroom and outdoor spaces, and eat a fruit snack brought in from home
  - Prep School pupils are supervised in their designated outdoor space, and may consume juices or water at this time, as well as a snack brought in from home
  - Senior School pupils are supervised in their designated outdoor space and may consume juices and water at this time, as well as a snack brought in for home or purchased from the school tuck shop

Fruit or other snacks brought in by pupils from home are for their own consumption only.

In inclement weather, pupils will be brought into designated and indoor spaces during break time at the discretion of the Headmaster.

- 4.2 During break, pupils are supervised by both teaching staff and Playground Supervisors. It is not possible to supervise a large number of children without vigilance and concentration and, to this end, members of staff on duty should not indulge in protracted conversation with colleagues. The duty member of staff will blow a whistle at the end of break and, together with other duty members of staff, will ensure that all pupils are moved on promptly to lessons.

### 5 Lunch Time Arrangements

- 5.1 During lunch, pupils will dine in the Dining Hall (or, in Year 11, the Trivium Centre) in the following designated slots:

Age range	Timings
3-5 (Early Years)	11.30am-12.15pm
5-7 (Pre-Prep)	11.45am-12.15pm
7-11 (Prep School)	12.25-1.20pm
11-16 (Senior School)	1.05-1.55pm

- 5.2 During lunch time, pupils are supervised by both teaching staff and Playground Supervisors, in both the Dining Hall and the designated and outdoor spaces. Again, it is not possible to supervise a large number of children without vigilance and concentration and, to this end, members of staff on duty should not indulge in protracted conversation with colleagues. The duty member of staff will blow a whistle at the end of lunch time and, together with other duty members of staff, will ensure that all pupils are moved on promptly to lessons.

### 6 End of School Day Arrangements

- 6.1 Pupils are expected to leave the premises by the end of their school day (as dependent upon their school phase and as summarised on Page 2 of this policy) 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 Parents should be given notice of any children who will be late home as a result of participation in after-school activities or revision sessions. They should also be given adequate notice of any changes to planned arrangements, such as the cancellation of extra-curricular clubs or sports fixtures. Every effort should be made to contact the parents during the day. If for any reason a parent cannot be contacted, the child will remain supervised at school until the agreed time of collection, at the School Office until 5.00pm, and then at the Out of School Club (thereafter).
- 6.3 For pupils travelling by bus, the School Office will contact parents as soon as possible in instances where known delays are encountered. If a pupil misses their after-school bus, they must report to the School Office, where arrangements will be made with parents for their safe collection from school. In such instances, pupils will remain supervised at school until the agreed time of collection, either at the School Office (until 5.00pm) or at the Out of School Club (thereafter).

### **7 Non-Collection Arrangements at End of Formal School Day**

- 7.1 If a pupil is not collected from school by the end of the formal school day and is not signed up for an extra-curricular activity, the Out of School Club or the Homework Club (Senior School only), they should report to the School Office for supervision until 5.00pm. Again, they will be escorted to the Out of School Club thereafter, where they will continue to be supervised until collection from school.

### **8 After School Activities**

- 8.1 When attending an after-school activity, pupils are supervised by authorised adults. The adult is responsible for taking a register at the activity.
- 8.2 No pupil should leave without the authorisation of the adult leading the activity.

### **9 Sporting Fixtures**

- 9.1 PE staff supervise students when at fixtures.
- 9.2 Parents are always informed of the finish times.
- 9.3 No pupil should leave without the authorisation of the adult leading the activity.
- 9.3 The following procedure will be followed when a pupil is not collected from a home fixture:
- The pupil will be required to report to the School Office, where parents will be contacted to arrange safe collection
  - The pupil will remain supervised in the School Office until 5.00pm as necessary
  - In rare instances where the pupil has still not been collected by 5.00pm, they will be escorted to the Out of School Club, where they will remain supervised until safe collection
- 9.4 The following procedure will be followed when a pupil is not collected from an away fixture:
- A member of the PE staff located at the fixture will contact the School Office to confirm that the pupil has not been collected at the agreed time
  - The School Office will contact the parents to arrange for safe collection from the fixture as soon as possible
  - Where swift collection is not possible, the pupil will be transported back to the school with PE staff and other pupils and will then remain supervised in the School Office until 5.00pm as necessary
  - In rare instances where the pupil has still not been collected by 5.00pm, they will be escorted to the Out of School Club, where they will remain supervised until safe collection

### **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 Headmaster 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 there is clear evidence of a request (in writing, via email, in person or by telephone) and this has been approved by the Headmaster. Upon collection, parents must sign in and out of the School Office as appropriate.

### **12 Supervision Duties**

- 13.1 All members of the staff are expected to take their share of break and lunchtime supervisory duties. Staff duties are outlined for staff on the duty rota.
- 13.2 All classes will be supervised by the relevant teacher and in certain subjects, for example Food Nutrition, 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 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.

### **14 Medical Support**

- 15.1 All members of staff who are First Aid qualified are available to administer first aid, to help if someone is ill or injured, and to deal with any accidents or emergencies. In instances where there is impractical, pupils should be escorted to the School Office for the administering of First Aid, or for support with illness, injury, accidents or emergencies. Further guidance is provided in the [First Aid Policy](#).

### **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.

### 16 Lost or Missing Children on site

In the instance that a child is lost or missing whilst **on the school site**, we will follow the following procedure:

- The School Office will be contacted immediately
- School Office staff will inform the Operational Leadership Team (OLT)
- All remaining pupils will be kept safe in a secure place, with adequate adult supervision, including assistance from other school staff as necessary
- A full headcount will be taken by the teacher-in-charge, usually the class teacher or nominated person, and matched against the register
- A 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 if the lost/missing child is in Early Years, to ensure all gates/doors are locked and there is no other way a pupil could have left the site. If something is discovered, a member of the OLT must be informed immediately.
- The following lists in the School Office will be checked: attendance register; offsite records; other school clubs.

If the pupil is not found after this initial search, and/or approximately ten minutes from the initial report of them deemed missing, the School Office will inform the Headmaster and the Cognita Director of Education, Danuta Tomasz. This action will also be taken if a pupil is found wandering or at risk of being lost or missing.

- 16.1 The Designated Safeguarding Lead, Donna Holmes, will be notified immediately, and she will ensure that the parents have been informed by the responsible teacher. The Headmaster, or an OLT member in his absence, will decide at which point the police will be called.
- 16.2 All relevant emergency contacts for pupils will be used to inform parents/carers accordingly. However, until such time as the pupil is safely returned to the care of the parents/carers, the Headmaster remains responsible for the care and welfare of the pupil, including offsite.
- 16.3 As soon as is practicable, the Serious Incident Reporting Form will be completed by the Headmaster and sent to Cognita. The responsible form/class teacher will make a record to provide full details of the incident in the school's Incident Report Book and should include a description of what the pupil was wearing (if not in school uniform) and any distinguishing features. A note will also be made on the school's attendance register accordingly.
- 16.4 If a missing pupil has any special medical or learning needs, these need to be noted and to be disclosed to the police or other agencies.
- 16.5 A thorough search of the premises should continue until the pupil is found.
- 16.6 Near misses will also be recorded and reported to the Director of Education and full details provided in writing to the school's governance panel or meeting. 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 against future risk. Any relevant policy or procedure must be reviewed and submitted to the UK Compliance Committee for approval, via the Director of Education.
- 16.7 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 Headmaster to Cognita Head Office within 48 hours of the occurrence of the incident
- All relevant policies and procedures will immediately be reviewed, and revisions presented to the Director of Education for approval within five working days
- The parent and carer will be involved at all times
- Following receipt of the investigative report, the Cognita Group Director of Education, Simon Camby, will report his 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 a parent/carer remains concerned despite informal reassurances from the school, they may choose to use the school's complaints procedure accordingly.

### **17 Lost or Missing Children offsite**

In the instance that a child is lost or missing from an offsite location, the following procedures should be followed:

- The Group Leader must ensure the safety of remaining pupils. Where possible, 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 five minutes, the Group Leader must contact police by telephoning 999/112.
- The Group 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 in the Section 16 will then be followed.

## Pupil Supervision and Lost & Missing Children Policy

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<b>Ownership and consultation</b>	
Document sponsor (role)	Group Director of Education
Document author (name)	Alison Barnett, Safeguarding Adviser
Consultation – April 2017	Heads at: Breaside Prep, Salcombe Prep, Meoncross, Polam and Southbank Hampstead. Directors of Education: Robin Davies and Danuta Tomasz.

<b>Audience</b>	
Audience	Parents of pupils at Cognita schools School staff

<b>Document application and publication</b>	
England	Yes
Wales	Yes
Spain	Yes

<b>Version control</b>	
Implementation date	September 2019
Review date	Review and update for implementation in September 2020

<b>Related documentation</b>	
Related documentation	Independent School Standards British Schools Overseas Standards