



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



## **HUDDERSFIELD GRAMMAR SCHOOL**

### 1 Introduction

- 1.1 Huddersfield Grammar 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
3-16	7:30-5:30 (Wrap Around Care)

### 3 Start of Day Arrangements

- 3.1 When pupils arrive at school, they are expected to make their way to the designated area for their year group before they enter the building. If a child does not arrive as expected we contact them asap and cross reference absence forms to ensure that all children are accounted for. Children flagged on the Safeguarding teams traffic register will be called as a priority. If no contact can be made then we follow the Child Absent from Education Policy.
- 3.2 Before school, the following supervision arrangements are in place: SLT on duty for arrival of children in school and other staff at key meeting spots before school.
- 3.3 For pupils arriving by bus, they disembark and make their way up the drive and join the rest of the pupils.

### 4 Break Time Arrangements

- 4.1 During break, duty staff and teachers and prefects have designated areas and strolls to encourage a safe environment.
- 4.2 During wet break, both duty staff and teachers have designated areas and strolls to encourage a safe environment. Pupils are separated off into year groups if wet break is called.

### 5 Lunch Time Arrangements

- 5.1 During lunch, the following arrangements are in place both duty staff and teachers and prefects have designated areas and strolls to encourage a safe environment.
- 5.2 During lunch, the following supervision arrangements are in place both duty staff and teachers and prefects have designated areas and strolls to encourage a safe environment. During wet break, both duty staff and teachers have designated areas and strolls to encourage a safe environment. Pupils are separated off into year groups if wet break is called. Primary children remain in classrooms for break with patrol by member of staff on duty.

### 6 End of School Day Arrangements

- 6.1 Pupils are expected to leave the premises by 4:00pm 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 Primary children are escorted to their designated gate and handed directly to the collecting adult as agreed with parents. Supervision is in place at the main school gate for later collections until 4pm. Any remaining children are then escorted to the Main Office to make contact with the parent for further information. A 'Waiters' service is available for children in Early Years and Pre-Prep with Prep sibling collection permitted with a supervising teacher present. Senior School children are able to collect their younger siblings and have supervision

responsibility until their parent arrives to collect. A member of staff is always present until 4pm.

- 6.3 For pupils travelling by bus, they wait on the front lawn until the bus arrives. When it arrives the member of SLT staff on duty signals to the pupils that the bus has arrived and supervises them on to the bus.
- 6.4 Huddersfield Grammar 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 senior pupil is not collected from school by 4:00pm, they should walk to the main office and call home. Primary School supervision is in place at the main school gate for late collections until 4pm. Any remaining children are then escorted to the Main Office to make contact with the parent for further information. If the parent is likely to arrive beyond 4:15pm, children are supervised by Out of School Club staff.
- 7.2 The following procedure will be followed when a pupil is not collected: the office calls home, then emergency contacts/ other contacts. If no contact is made the social care will be contacted.

### **8 After School Activities**

- 8.1 When attending an after-school activity, pupils are supervised by authorised adults. Primary children are collected at dismissal time, by the activity lead, and escorted to the learning space for registration. At the end of the activity, the supervising authorised adult dismisses the children at the designated school gate and handed to the collecting agreed person. In primary. The adult facilitating the after-school activity is responsible for taking a register at the start of the activity. If a child has not been recorded on our SOCS system as an authorised absence and is not present for activity registration, contact is made with the Main School Office to investigate.
- 8.2 In primary 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: The activity lead will proceed with the child to the Main School Office to make contact, with the person responsible for the child. The child will be supervised by either the activity lead and Head or Out of School Club, until the adult collects.

### **9 Sporting Fixtures**

- 9.1 PE staff supervise students when at fixtures- one staff member per team if the fixture is within 30 minutes of school. If more than 30 minutes drive there will be two members of staff present to supervise.
- 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: staff will call home, then anyone with PR and finally emergency contact numbers.

9.5 The following procedure will be followed when a pupil is not collected: The activity lead will proceed with the child to the Main School Office to make contact, with the person responsible for the child. The child will be supervised by either the activity lead and senior staff (if available) or a colleague, until the adult collects.

### **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 Specific Arrangements for Sixth Form**

12.1 <insert> Please include levels of supervision and the need for parental written agreement for times when the children are unsupervised.

### **13 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.

13.3 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.

### **14 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.

### **15 Medical Support**

15.1 There is a qualified school nurse on duty from 8:30 am to 4:30 pm 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 Wellbeing Hub where the school nurse is located.

### **16 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, forest school and the wooded area. For Educational Visits – please see Educational Visits policy. For Educational Visits – please see Educational Visits policy.

### 17 Lost or Missing Children

17.1 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.

17.2 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 Headteacher and the Cognita European Director of Education, Nicola Lambros. This action will also be taken if a pupil is found wandering or at risk of being lost or missing.

1. The Designated Safeguarding Lead, Alexandra Collingwood, will be notified immediately, and she will ensure that the parents have been informed by the responsible teacher. The Headteacher, or an OLT member in their absence, will decide at which point the police will be called.
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 Headteacher remains responsible for the care and welfare of the pupil, including offsite.
3. As soon as is practicable, the Serious Incident Reporting Form will be completed by the Headteacher 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.
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.
5. A thorough search of the premises should continue until the pupil is found.
6. Near misses will also be recorded and reported to the European 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 European Director of Education.

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 Headteacher 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/carers remains concerned despite informal reassurances from the school, they may choose to use the school's complaints procedure accordingly.

### **17.3 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.

### Version control:

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