

# COGNITA



QUINTON HOUSE SCHOOL

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

### **September 2020**

## 1 Introduction

1.1 Quinton House School takes seriously its responsibility to ensure that students 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 students, including those in the early years.

## 2 Working Day

2.1 The timetabled school day is as follows: 8.40am – 3.45pm for all age groups.

Nursery times are flexible in accordance with the arrangements agreed with parents.

There is an extended provision from 8am until 6pm.

### 3.1 Start of Day Arrangements & Before School Supervision

#### Preparatory School

Students are permitted to be in school from 8:00am. On arrival they are registered by the staff members on duty and are supervised in the Courtyard. Students may choose to eat breakfast as food is provided between 8:00am and 8:30am.

Students are expected to be in school by 8:40am at the latest.

Students are collected from the Courtyard by their class teacher at 8:30am and escorted to their classrooms where a class register is taken.

#### Senior School

Students are permitted to be in school from 8:00am. Students arriving at this time should wait in the Conservatory/Cafe/Discovery Hub. A member of staff is on duty to supervise them from 8:00am. Students may choose to eat breakfast as food is provided between 8:00am and 8:30am. The students are registered by the staff member on duty and then they are supervised in the Conservatory (Year 7, 8 and 9) and H3 (Year 10 and 11).

Students are expected to be in school by 8:40am at the latest.

Students move to their Form Rooms at 8:35am (Sports Hall) and 8:40am (Upton Hall) for registration when a register is taken by the Form Tutor at 8:45am.

#### Sports Hall

Students are permitted to be in school from 7:45am. Students should only come to the Sports Hall at this time if they are attending a club taking place before school. The member of staff running the club will supervise the students in the Sports Hall between 7:45am and 8.40am after which time the students will be allowed to move to their form rooms for registration.

For students arriving by school bus, there are drop-offs for students at the Preparatory School and Upton Hall.

## 3 Break Time Arrangements

### Normal Break/Lunch

The various duties at QHS are outlined below, along with the expectations attached to them:

#### Senior School

Front of School (Early Morning)	SLT members perform this duty, meeting and greeting students and parents as they start the day.
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Conservatory (Early Morning)	Supervision of the students in Breakfast Club before school.
H3 (Early Morning)	Supervision of the students before school.
Morning Break (Main Hall and Paddock)	Supervision of students outside, paying particular attention to anyone playing sports.
Morning Break (Sports Hall)	Staff are stationed in the foyer. No students are allowed inside during break unless accessing the toilets. Supervision of anyone playing sports is given close attention.
Lunch Queue (First Half)	Supervision of the lunch queue ensuring the lunch rota is adhered to. Supervision of the students eating and clearing up lunch.
Lunch Queue(Second Half)	Supervision of the lunch queue ensuring the lunch rota is adhered to. Supervision of the students eating and clearing up lunch. Supervision of students as they move to Registration.
Lunchtime Supervisions (at the Hall, Sports Hall and on the Paddock)	No students are allowed indoors except to attend clubs or get changed for PE in the Sports Hall. Supervision of students outside, paying particular attention to anyone playing sports. Supervision of students crossing the driveway to ensure road safety. Ensure students do not leave the school site
After School (buses)	Supervision of the students waiting to be picked up and waiting for the buses.

### Preparatory School

Front of School (Early Morning)	SLT members perform this duty, meeting and greeting students and parents as they start the day.
Morning & Afternoon Break	Supervision of students outside, paying particular attention to anyone playing sports. Supervision of students at the end of break as they line up for lessons.
Lunch Time (Outside)	Supervision of students outside, paying particular attention to anyone playing sports. Supervision of students at the end of break as they line up for lessons.
Lunch Time (Inside)	Supervision of the lunch queue. Supervision of the students eating and clearing up lunch.
After School	Supervision of the students waiting to be picked up.

### Indoor Break & Lunchtime Arrangements

Indoor break/lunch is called when the weather is such that it would be unfair to insist that students remain outside; extreme cold or wet.

A member of the admin team or SLT will send an email at the start of the day (for cold weather) or just before the relevant break (wet weather) to notify wet break procedures.

- ALL students must remain inside.
- Students should go to their next lesson (Lesson 3) at morning break and will be supervised by their next teacher.
- Students should go to their form room at lunchtime. Students will be supervised by duty staff. All staff are expected to help with supervision over lunchtime.
- Duty staff have a responsibility to circulate diligently during these periods.

- If the weather improves students may be allowed to go outside but they must keep off the wet grass.

#### **4 End of School Day Arrangements**

##### **Preparatory**

Students are collected at 3:45pm by parents from the playground unless the students are due to attend an extra-curricular club or homework club.

Students attending co-curricular or homework club are registered as present by the member of staff running the activity, then signed out to parents at the end of the session.

##### **Seniors**

Students are collected at 3:45pm by parents unless the students are due to attend an extracurricular club, homework club or are allowed to make their own way home. Students who go home on the school buses are supervised by a member of staff. Any Sixth Formers remaining on site will be under the supervision of the Director of Sixth Form.

Any student not collected by 4:00pm is sent to ?? where they are supervised by the After School Care staff until parents collect them. Students should be picked up from this provision before 5:00pm.

Students attending after school clubs are registered by the teacher running the club. They are supervised by this member of staff throughout the activity. At the end of the activity the member of staff will escort students to the area designated for continued supervision unless collected by the parent.

Any students remaining on site between 5:00pm and 6:00pm should be escorted to the Preparatory Division Courtyard where they will be supervised until collected.

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

In the event that a student is not collected by an authorised adult at the end of the session/day, when this was expected, the school will put into practice the agreed procedures. These ensure the student is cared for by an experienced and qualified member of staff who is known to the student. We aim to ensure that the student is caused as little distress as possible. We inform parents of our procedures so that, if they are unavoidably delayed, they will be reassured that their child will be properly cared for.

##### **Methods**

Parents are asked to provide specific information which is recorded on our database and in the child's file, including:

- Home address and telephone number;
- Place of work, address and telephone numbers;
- Mobile telephone number;
- Names, addresses and telephone numbers of 2 adults who are authorised by the parents to collect their child;
- Information about any person who does not have legal access to the child and who has parental responsibility for the child.

On occasions when parents are aware that they will not be at home or their usual place of work, they record an alternative point of contact with the school.

## **Nursery and Preparatory Division School**

On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, the parent must record the name, address and telephone number of the person collecting their child and give it to the Nursery Manager or member of staff on duty in the Preparatory Division reception. We agree with parents how to verify the identity of the person and will ask for a password.

Parents are informed that if they are not able to collect their child as planned, they must inform the school so that back-up procedures can be implemented. We provide parents with school telephone numbers. We also inform parents that, in the event that their child is not collected by an authorised adult and staff can no longer supervise the child on our premises, that we apply our child protection procedures (as set out in the Safeguarding: Child Protection Policy).

If a child is not collected at the end of the session/day, then staff will follow the procedure below:

- The register is checked for any information about changes to the normal collection routine;
- If no information is available, parents are contacted at home or work;
- If this is unsuccessful, the adults who are authorised by the parents to collect the child and whose contact numbers are recorded on the database and registration form will be contacted;
- All reasonable attempts are made to contact the parents or nominated carers.

The child does not leave the premises with anyone other than those named on the database and the registration form unless an alternative prior arrangement has been agreed therefore a password would be necessary.

If the child has not been collected by 6:00pm and no contact has been made then procedures for uncollected children will be implemented. Staff will:

- Inform the Head of the Preparatory Division, the Principal and The Nursery Manager if applicable;
- Continue to contact all named authorised adults.

After 6.30 pm Social Services will be contacted if no contact has been made. If Social Services are informed the following procedures will be implemented:

- The child stays at the school in the care of a member of staff known to the child until the child is safely collected either by the parents or a social worker.
- It is the responsibility of Social Services to find the parents or relative. If they are unable to do so the child will be admitted into the care of the local authority.
- Under no circumstances are staff to go and look for the parent, nor do they take the child with them.
- A full written report of the incident is recorded in the child's file.

Depending on circumstances, the school reserves the right to charge parents for additional hours worked by all members of staff.

## **Senior School**

On occasions when parents or the persons normally authorised to collect their child are not able to collect the child, the parent must record the name, address, and telephone number the person collecting their child.

Parents are informed that if they are not able to collect their child as planned, they must inform the school so that back-up procedures can be implemented. We provide parents with school telephone numbers. We also inform parents that, in the event that their child is not collected by an authorised adult and staff can no longer supervise the children our premises, that we apply our child protection procedures (as set out in the Safeguarding: Child Protection Policy).

If a child is not collected at the end of the session/day, when that was the expectation, then staff will follow the procedure below:

- The register is checked for any information about changes to the normal collection routine;

- If no information is available, parents are contacted at home or work;
- If this is unsuccessful, the adults who are authorised by the parents to collect the child and whose contact numbers are recorded on the database and registration form will be contacted;
- All reasonable attempts are made to contact the parents or nominated carers.

The child does not leave the premises with anyone other than those named on the database and the registration form unless an alternative prior arrangement has been agreed therefore a password would be necessary.

If the child has not been collected by 6:00pm and no contact has been made then procedures for uncollected children will be implemented.

Staff will:

- Inform the Vice Principal, DSL and the Principal;
- Continue to contact all named authorised adults.

After 6.30pm Social Services will be contacted if no contact with parents has been made. If Social Services are informed the following procedures will be implemented:

- The child stays at the school in the care of a member of staff known to the child until the child is safely collected either by the parents or a social worker.
- It is the responsibility of Social Services to find the parents or relative. If they are unable to do so the child will be admitted into the care of the local authority.
- Under no circumstances are staff to go and look for the parent, nor do they take the child with them.
- A full written report of the incident is recorded in the child's file.

Depending on circumstances, the school reserves the right to charge parents for additional hours worked by all members of staff.

## **6 After School Activities**

When attending an after-school activity, students are supervised by authorised adults. The adult is responsible for taking a register at the activity.

No student should leave without the authorisation of the adult leading the activity

The procedure for uncollected children will be followed when a student is not collected

## **7 Sporting Fixtures**

PE staff supervise students when at fixtures.

Parents are always informed of the finish times.

No student should leave without the authorisation of the adult leading the activity.

The procedure for uncollected children will be followed when a student is not collected

## **8 Travel to and from School on Buses**

Parents are responsible for ensuring that their children travel safely to and from school. Students 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.

The Principal reserves the right to prohibit a specific student from travelling on school sponsored transport if their behaviour does not meet the required standard.

## **9 Leaving the Site during the School Day**

It is expected that all students will be on site for the entire day unless they have specific permission to leave.

## **10 Supervision Duties**

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.

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.

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

PE lessons are supervised by members of the teaching staff. When students are changing or showering, teachers must be mindful of both their responsibility for appropriate supervision and the need for a student's privacy, with due regard for the Safeguarding and Child Protection Policy.

## **12 Medical Support**

There is a qualified first aider on duty from 8am until 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 student who feels unwell during the day should report to the respective school office.

## **13 Supervision in Remote Locations**

Some potentially dangerous areas of the school are out of bounds to unsupervised students. These include science laboratories and the grounds, including the lake and woods, maintenance, catering and caretaking areas of the school.

## **14 Lost or missing children**

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 child could have left the site. 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 Principal and Director of Education (Cognita Head Office), including where a child is found wandering or at risk of being lost or missing. The Designated Safeguarding Lead in school will be notified immediately and they will ensure that the parents have been informed by the responsible teacher. The Principal, or SLT member in the absence of the Principal, will decide at which point the police will be informed.

All relevant emergency contacts for students will be used to inform parent/carer(s) accordingly. However, until such time as the student is safely returned to the care of the parent/carer(s), the Principal remains responsible for the care and welfare of the student, including off site.

As soon as is practicable, the Serious Incident Reporting Form will be completed by the Principal and sent to Cognita. The Group Leader (off site) or responsible form/class teacher

will make a 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 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 future risk. Any relevant policy and procedure must be reviewed and submitted to UK compliance committee for approval, via Director of Education.

All incidents will be reported to Head Office for the attention of our insurers, as appropriate. Staff must try to remember and write down a description of what the student 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.

A thorough search of the premises should continue until the student is found.

### **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 Principal 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 formally to the Director of Education for approval within 5 working days.

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

Following receipt of our investigative report, the Director of Education 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.

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

The Group Leader must ensure the safety of remaining students. 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 5 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 above will then be followed.



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