

COGNITA

Pupil Supervision and Lost & Missing Children Policy

September 2018

Spain

The logo for TEMS, featuring the letters T, E, M, and S in a bold, black, sans-serif font. The letter M is stylized with a red triangle pointing downwards from its top center, and the letters E and S have red rectangular blocks at their base.

1 Introduction

- 1.1 The English Montessori School (TEMS) 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:

Department	Timings
Infants	9.15 – 16.40
Juniors	9.15 – 16.40
Seniors	9.05 – 16.45
Bachillerato	9:05 - 16:45 or when last class finishes

3 Start of Day Arrangements

- 3.1 When pupils arrive at school they are expected to make their way to the relevant area of the school for their age range.
- 3.2 Pupil supervision before the start of the school day is organized as follows: Infant pupils enter the building and go straight to class where their teacher is waiting. Staff are placed strategically along the ramps to supervise children who are unaccompanied by their parents (Year 1 and 2). Junior and Senior pupils are supervised on the Junior/Senior playground by staff. At 9.05 Senior students go their classrooms and at 9.15 Junior pupils are picked up by their teachers.
- 3.3 In Infants, pupils arriving by bus are collected by staff and taken to their classrooms. From Juniors upwards they make their way to the relevant supervised area.

4 Break Time and Lunch Time Arrangements

- 4.1 During break, the following supervision arrangements are in place: Teaching staff undertake weekly supervisory duty throughout the academic year, in every area of the school. We particularly encourage staff to be aware of pupils interacting in a way which could be considered bullying, or of pupils who seem distressed. During lunch, staff are on duty in the Dining Hall and all outside areas.

5 End of School Day Arrangements

- 5.1 Pupils are expected to leave the premises at the end of the day as established per age group 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.
- 5.2 Senior School and Year 6 pupils travelling by bus make their way to the bus gate in front of the Junior building. Infant and Years 3 to 5 pupils are escorted by a member of staff to the relevant bus unless they are attending an after school activity.

6 Non-Collection Arrangements at End of Formal School Day

- 6.1 If a pupil is not collected from school, they are taken to After School Care by a member of staff.
- 6.2 The following procedure will be followed when a pupil is not collected: The member of staff in charge of after school care informs the School Office who contacts the relevant pupil's parents to arrange collection.

7 After School Activities

- 7.1 When attending an after-school activity, pupils are supervised by authorised adults. The adult is responsible for taking a register at the activity.
- 7.2 No pupil should leave without the authorisation of the adult leading the activity.
- 7.3 The following procedure will be followed when a pupil is not collected: The member of staff responsible for the club contacts the pupil's parent to arrange collection as soon as possible and the staff member supervises the child until they are collected.

8 Sporting Fixtures

- 8.1 PE staff supervise students when at fixtures. Other teaching staff may also supervise PE trips with large numbers, for example athletics and cross country events.
- 8.2 Parents are informed if their child is on a trip. They always return before the end of the school day.
- 8.3 No pupil should leave without the authorisation of the adult leading the activity.

9 Travel to and from School on Buses

- 9.1 Spanish legislation states that a school bus route must have a monitor/chaperone on board the vehicle at all times when 50% or more of the students travelling are under the age of 12. *Real Decreto 443/2001*. Pupils are expected to behave responsibly and to follow the driver or monitor/chaperone's instructions. This includes wearing a seat belt at all times.
- 9.2 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 Leaving the Site during the School Day

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

11 Specific Arrangements for Sixth Form

- 11.1 Sixth form pupils may leave the site at break and lunch times after parental permission has been given at the beginning of the year. They can also leave when they do not have compulsory support class during the last lesson of the day.

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.

13 Supervision during PE Lessons, including Changing Arrangements

- 13.1 PE lessons are supervised by members of the teaching staff.

14 Medical Support

- 14.1 There is a qualified nurse on duty from 9.00 to 17.00 every day. She is 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 who will ensure they are seen by the nurse.

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 grounds, 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:

For children in the Infants department, we must only release children into the care of individuals who have been notified to us by the parent/carer(s) in advance, and we must ensure that children do not leave the premises unsupervised. We must take all reasonable steps to prevent unauthorised persons entering the premises, and have an agreed procedure for checking the identity of visitors.

- 16.2 The member of staff who notices a child is absent checks that the child is not with the nurse then checks the register or speaks with the secretary to check if the child is sick, has gone home, or temporarily left the site for an appointment.
- 16.3 The secretary informs the Head of Infants who alerts the other staff of the possible disappearance. The message would read: Code Red – ‘Child’s name’. At this point, a note is made of the time of disappearance. The staff must respond to the message with a positive or negative sighting. If there remains any doubt as to where the child is, the team will undertake an immediate search the following areas:
Nursery & Reception assistants- The Nursery & Reception rooms, Nursery & Reception toilets, Outdoor classrooms.
School Office - Library, Staff Room, Staff Toilet, Parent Meeting Room, Dining room, Multipurpose, Kitchen, bin area.
Year 1 & 2 Assistants – Year 1 and 2 classrooms, Year 1 and 2 toilets, outdoor areas (both upper and lower level), Junior and senior playground, ramp, sandy area.
If the child is still missing, the Head or Head of EYFS calls and alerts the police. A full description and photo of the child is made available to them on arrival by the Head of EYFS as well as the estimated time of disappearance.

- 16.4 In Juniors and Seniors the same procedure will be followed. Available members of staff will search the following areas:

In Juniors:

School office – assembly hall, gym, ground floor toilets and ground floor classrooms.

Team 1 – administration offices, staff toilet, staff room and Year 4 classrooms.

Team 2 – Year 5 and 6 classrooms, toilets and terrace

Team 3 – Sand area, ramp, main playground, grassy area, outdoor toilets, PE office, Maintenance office.

In Seniors:

Team 1 – ground floor classrooms, offices, nurse's room, psychologist's rooms, toilets and outside.

Team 2 – 1st floor classrooms, work room, seminar and toilets

Team 3 – 2nd floor classrooms and toilets.

If the child has still not been found the Head of Department contacts the other Heads of Department to organise a search of the other two buildings.

Other children are then kept inside their classrooms all together with all doors closed. They are reassured and read a story or engage in another quiet activity.

All staff are to take a mobile telephone and report into the office every 10 minutes.

They should then begin a search of wider area. A mobile telephone must be taken by each group. High visibility jackets should be worn. The Head of Department should advise the search groups of the address of the missing child as he/she may well attempt to go home.

At all times, parents can be assured that all children remain within the safe environment of our school/setting, including attendance at any outings. We ensure that proper precautions are taken to prevent children going missing.

- 16.5 If any child is found to leave the premises without permission of the school and parents, they will be deemed to have broken the school's code of conduct and the application of appropriate and proportionate sanctions will be considered by the Head accordingly.

It is the responsibility of parents to ensure they provide correct and updated information on a timely basis and know the procedures for handover of their child.

- 16.6 No child leaves our supervision and care without an appropriate adult. In order to achieve this aim, we operate the following procedures at our school:

- 16.7 If a teacher suspects that a child is missing from a lesson or activity, they will contact a 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 lists held in the school office will be checked: attendance register, and off site records. 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 Head and Assistant Director of Education (Cognita Head Office), 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, 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 PA to the Head of Facilities.

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 Assistant Director of Education 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 Education 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.

A thorough search of the premises should continue until the child 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 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 Assistant 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. Where the parent/carer(s) remain concerned despite reassurances informally by the school, they may choose to use the school's complaints procedure accordingly.

Procedures following a Child Missing from an Off Site Location

The visit leader must ensure the safety of remaining pupils. At least two adults must stay with them whilst one or more adults should immediately 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 112 or 092 (within Spain 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 4 and 5 will then be followed.

Monitoring & Evaluation

This policy and our procedures will be reviewed annually and more frequently following a near miss or missing child incident. Compliance with this policy is reported formally to the Safeguarding Governance Committee (SGC) with the Head reporting any changes including management actions accordingly. If, as a parent, you are not happy with the way that you or your child is treated by any member of staff you should consider raising your concern with the Head. You may find it helpful to refer to our formal complaints procedure for guidance. This procedure emphasises the importance of resolving any concerns informally and at the earliest possible opportunity. We expect our parents to share any concerns informally with us so that we can continuously improve the quality of education at our school. Our school's leadership team ensure that we monitor the quality and compliance of our accident and incident reports at our compliance committee meetings. The Headmistress ensures that staff are sufficiently trained and experienced to be compliant at all times; particularly during school trips and visits. The Safeguarding Governance Committee (SGC) is chaired by an Independent Chair who will maintain an overview of the effectiveness of this policy and local school practice in this regard, providing appropriate governance scrutiny and challenge.

Pupil Supervision Policy

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

Audience	
Audience	Parents of pupils at Cognita schools School staff

Document application and publication	
England	No
Wales	No
Spain	Yes

Version control	
Implementation date	01.09.2018
Review date	Review and update for implementation in September 2019

Related documentation	
Related documentation	Independent School Standards British Schools Overseas Standards