



Supervision and Missing Child Policy

ISSR. Ref

Last Reviewed: June 2019

Policy owner: Deputy Head

Policy Statement

This is a whole school policy.

Lyndhurst 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 Policy, Anti Bullying Strategy and our Health and Safety Policy.

This policy has been written with reference to the DfE guidance *Keeping Children Safe in Education* (September 2016) and *Statutory Framework for the Early Years Foundation Stage* (2014).

Associated Policies and Documents

- Lyndhurst School Anti Bullying Strategy
- Lyndhurst School Health and Safety Policy
- Lyndhurst School Safeguarding Policy
- Lyndhurst School Educational Visits Policy
- Early Years Staying Safe

Part 1: Supervision

The school is open from 8.00am to 6.00pm. At least one member of SLT is on site during these hours. If there are exceptional circumstances where no member of SLT is not on site, then a member of senior teaching staff will take on a lead role.

Outside of the formal school day (from 4.00 – 6.00) a member of SLT is always on duty.

Start of Day Arrangements

The School is open from 8.00am. Before School Care operates from 8.00am. to 8.25am.

Early Years

Children in Early Years can arrive (from 8.00am.) at the Early Years building where they are supervised by Early Years staff until the formal beginning of school at 8.25am. The children are registered as they arrive by the class teacher.



Lower and Upper School

Children in Years 1 to 6 who arrive between 8.00am. and 8.25am. are admitted through the Gate. The children are signed onto the premises by the member of staff on duty on the Gate Register. They are supervised by a member of staff in the Sugden Room or playground until 8.25am. At this time all pupils go to their Form Rooms where they are supervised by their Form Teacher.

Morning and Afternoon Break Time Arrangements

During break, the following arrangements are in place:

Early Years

Early Years children taken their breaks in the Little Lyndhurst Garden. At least 2 Early Years staff supervise the children at all times.

Lower and Upper School

Children in Lower School and Upper School have separate break times. The children are allowed to play on the astro-turf and in appropriate weather in the Headmaster's garden. They are supervised on the tennis courts by a member of staff. The children are not allowed to use the top playground / adventure playground unless supervised by a second member of staff.

Lunch Time Arrangements

Early Years children come up to the main school at 12.00pm to have their lunch in the Sugden Room. KG children are supervised by 2 members of KG staff.

Children in Reception to Year 3 have their lunch at 12.00pm. They are supervised by a member of teaching staff, supported by a teaching assistant.

Children in Years 4 – 6 have their lunch at 12.30pm. They are supervised by a member of teaching staff.

Lunch Break Arrangements

Early Years

Early Years children taken their breaks in the Little Lyndhurst Garden. At least 2 Early Years staff supervise the children at all times.

Reception & Lower and Upper School

Children in Reception & Lower School and Upper School have separate break times. The children are allowed to play on the astro-turf and in appropriate weather in the Headmaster's garden. They are supervised on the tennis courts by a member of staff. A second member of staff supervises the top playground and adventure playground.

End of School Day Arrangements

Early Years

Kindergarten: pupils are handed over to their parents at the end of their session (at 12.00pm for morning only and 4.30pm for afternoon sessions) by a member of Early Years staff. At this



time, Early Years staff sign the children out of the premises, discuss any notes from the day and inform the parents of any accidents and ask them to sign off the accident book. See After School Care (below) for arrangements for children staying beyond the end of their session

Reception: The school day ends at 3.15pm, children collected via the Early Years entrance. Children who are not leaving at 3.15 are supervised by a member of staff in the Early Years Building. See After School Care (below) for arrangements for children staying beyond the end of the formal school day.

Lower School

The school day ends at 3.30pm. Children going home are picked up from the front gate at 3.30pm supervised by the teacher on gate duty, who signs them out. See After School Care (below) for arrangements for children staying beyond the end of the formal school day.

Upper School

The school day ends at 4.00pm. Children going home are picked up from the front gate at 4.00pm supervised by the teacher on gate duty, who signs them out. See After School Care (below) for arrangements for children staying beyond the end of the formal school day.

Non-Collection Arrangements

If a pupil is not collected from school at the expected time but before 6.00pm, they join their cohort in Enrichment or After-School Care.

After-School Care

Early Years

Children in Kindergarten who are not going home at the end of the school day are supervised by at least 2 members of Early Years Staff in the Early Years building until 5.10pm.

At 5.10pm, Kindergarten children are escorted to After School Care in the main building by Early Years staff, where they join the older children for High Tea and are supervised by the After-School Staff. The Early Years Staff sign the children in on the Gate Register and pass on any notes and advice for parents to the After-School Staff. At this point all children are collected via the front door of the school.

Reception

Children in Reception who are staying after school are supervised by an Early Years Staff until 4:00pm

At 4:00pm the children are escorted to After School Care or Clubs in the main building by Early Years staff, where they join Lower School children. The Early Years Staff sign the children in on the Gate Register and pass on any notes and advice for parents to the After-School Staff. At this point all children are collected via the front door of the school.

Lower School

Children who are staying after school go to Enrichment Time, supervised by a Member of Teaching Staff.



Upper School

Children who are staying after school go to Enrichment Time, supervised by a Member of Teaching Staff.

After School Clubs

Children in Reception to Year 6 may attend after school clubs.

Children in Reception are escorted to their club by a member of Early Years staff and then escorted to After Care by the Club Taker, or a responsible older child to After Care at the end of the club session.

Children in Year 1 – 6 are sent to their clubs by the Member of School Staff

When attending an after-school club, pupils are supervised by a member of staff or an approved club-taker.

The member of staff is responsible for ensuring that all children registered for the club are present. If a child who is registered for the activity is not present, the club taker should contact the After-School Care staff to find out their whereabouts.

No pupil should leave the club without the authorisation of the adult leading the activity.

Once the pupils have finished their club they return to After School Care, where they are supervised by the After-School Care staff.

Summary of After School Care Programme

Supervising Staff are noted in italics.

Time	KG	Rec	Year 1- 3	Year 4 - 6
3.15 pm – 3.30 pm	----	Enrichment Time in Reception Class <i>(Rec Teacher + LSA)</i>	----	----
3.30 pm – 4.00 pm	----		Enrichment Time in Classroom <i>(1x teacher per class)</i>	----
4.00 pm – 4.30 pm <i>Member of SLT on duty</i>	----	Club or Quiet Time in Snug <i>(Club taker or Rec LSA)</i>	Club or After School Care <i>(club taker or 2x After School Care Staff)</i>	Enrichment Time in Classroom <i>(1x teacher per class)</i>
4.30 pm – 5.10 pm <i>Member of SLT on duty</i>	Early Years – After School Care <i>(2 x EY Staff)</i>	After School Activity <i>(Rec LSA)</i>	After School Activity <i>(2x After School Care Staff)</i>	Club or After School Care <i>(club taker or 2x After School Care Staff)</i>
5.15 pm – 5.30 pm <i>Member of SLT on duty</i>	High Tea in the Main School <i>(2x After School Care Staff)</i>			
5.30 pm – 6.00 pm <i>Member of SLT on duty</i>	Quiet Time in the Snug <i>(2x After School Care Staff)</i>			



After School Clubs

When attending an after-school club, pupils are supervised by a member of staff or an approved club-taker.

The member of staff is responsible for ensuring that all children registered for the club are present. If a child who is registered for the activity is not present, the club taker should contact the After-School Care staff to find out their whereabouts.

No pupil should leave the club without the authorisation of the adult leading the activity. At the end of the activity, the club taker should allocate a responsible older pupil to escort any Reception children to the Early Years Building.

Sporting Fixtures

PE staff supervise students when at home or away fixtures. Parents are informed by ParentMail of the anticipated finish times of any fixture. No pupil should leave without the authorisation of the adult leading the activity. If a parent wishes to collect from a fixture, they must inform the member of staff leading the activity.

Leaving the Site during the School Day

It is expected that all pupils will be on site for the entire day unless they have specific permission to leave and are signed out by a parent/carer.

Supervision Duties

All members of the staff are expected to take their share of supervisory duties. For more information on staff duties, please see the duty rota. All classes will be supervised by the relevant teacher/teaching assistant.

Supervision during PE Lessons, including Changing Arrangements

PE lessons are supervised by members of the teaching staff. When pupils are changing, 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.

Medical Support

There is a qualified first aider on site from 8.00am to 6.00pm 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 tell the member of staff supervising them at the time. They will be sent, if necessary, to the School Office.

Supervision in Remote Locations

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

Part 2: Missing Children

It should be noted that a missing child could potentially be at risk of abuse or neglect. We are alert to that possibility and will notify all relevant authorities if it is deemed necessary. All



Lyndhurst School pupils are registered at the beginning of the school day. Registration is then taken again after lunch for all pupils.

Therefore, for the purpose of this policy, the term 'missing/lost child' refers to a pupil who is not present without either authorisation or explanation. On occasions when a staff member identifies a pupil as missing from their expected location, immediate action is required as outlined in the procedures below.

Communications with parents and the appropriate services (particularly the police) are an integral part of the procedure and all instances of a lost/missing child must be reported to the Headmaster or Deputy Head / Head of Early Years and the appropriate investigations made.

Procedure

A pupil is identified as missing when:

- absent at morning registration is not confirmed by a parent or guardian.
- registered at school but their whereabouts is not confirmed e.g. not present in a lesson when they are expected to be there.
- a fellow pupil reports a missing friend or classmate.

Any member of staff discovering a discrepancy must immediately notify the School Office who will:

- Contact the relevant member of staff to find out if the absence is expected or to check if there have been any medical emergencies.
- Check all lists of events not on the School premises.

In the event of a child going missing staff should stay as calm as possible and follow this procedure.

Missing or Lost Child on school premises

Where a child is missing or lost on the the procedure is as follows:

1. Member of staff who becomes aware that a child is missing should ascertain when and where the child was last seen and immediately informs the School Office, who will inform the Deputy Head / Head of Early Years.
2. The Deputy Head / Head of Early Years delegates a member of staff to ensure the safety of the remaining children with regard to appropriate supervision.
3. Deputy Head / Head of Early Years organises a thorough search of the whole school premises, checking exits and possible hiding places.
4. When the child is found reassurance is given, and questions asked to ascertain how the incident occurred.

A written account is made, and a review of procedures for supervision and safety is carried out. A copy of this is given to the Deputy Head / Head of Early Years, the Headmaster and the School Business Manager. The child's parents are informed.



5. Should the search prove negative the Deputy Head / Head of Early Years, informs the police (999) and parents under the direction of the Headmaster.
6. The School Governors will be informed.

Missing or Lost Child on a Visit Off Site

In the extremely unlikely event that a child was to become detached from the group and become 'lost' whilst on a visit off the School premises then staff should follow the following procedure:

1. All staff and helpers to be alerted and a thorough search made of the immediate and surrounding areas.
2. Depending on location, others alerted, for example if in a shop/farm/museum then the relevant staff.
3. A member of staff should inform the School Office so that the Head of Early Years / Deputy Head and Headmaster are alerted
4. If the search proves negative then the School together with parents and police are informed.
5. Staff must ensure the welfare, both physical and emotional, of other children in their care.
6. Visit Leader to provide the police with a description of the child and incident. The Visit Leader will carry photographs of the children on the trip for this purpose.
7. The Headmaster/Deputy Head/Head of Early Years to be responsible for gathering all relevant information and liaising with the required authorities and parents.
8. A full report of the incident will be made as detailed below.

After the Incident

The Senior member of staff involved will sensitively discuss with the child's parents the events surrounding the disappearance of the child.

The Deputy Head / Head of Early Years will carry out a full investigation taking written statements from all staff present at the time.

The Incident Report will detail:

- The date and time of the incident
- What staff/children were in the group/class
- When the child was last seen in the group
- What had taken place in the group/class since then and the time it is estimated that the child went missing.

A conclusion is drawn as to how the incident happened and, if appropriate, procedures (including risk assessments and training) may be updated.

Members of staff must refrain from making comments to members of the public; any questions must be referred to SLT.