



**Supervision of Pupils Policy (14a)  
Including Uncollected Child and Missing Child Policies  
(Whole School including EYFS)**

**Legal Requirements**

The Senior Leadership Team is required to ensure, as far as is practicable, adequate supervision of pupils throughout the day to ensure their health, safety and welfare. They are also required to ensure, as far as is practicable, that the school is a safe place of work for employees and for others using the site (see Health & Safety Policy).

**Duty of Care**

All staff have a duty of care to all pupils in the school. It is the Head Teacher's responsibility to ensure that high standards of behaviour and discipline are maintained throughout the time that pupils are present at school or during lockdown/remote learning, as well as during activities either on or off site. It is also the Head Teacher's responsibility to ensure that there is effective supervision of the school and that the school is secure. There is a member of the Senior Leadership Team on duty each night and the rota is positioned on the staff notice board.

**Supervision During the Extended School Day**

**Breakfast Club** (7.30-8.00 am) – The designated staff will serve breakfast in the designated area as the pupils arrive. The school catering team are on hand to support staff.

**Early Risers** (8.00-8.30 am) - The designated staff are responsible for the pupils in the designated area from the time the pupils arrive until the start of the normal school day. Parents must see their children safely into school and accompany them to the room.

**Morning Arrival** (8.00-8.30 am) – Two members of staff are on duty from 8.00 am to allow for children in Years 1-6 to be dropped by their parents and left in a supervised environment. Early Years parents must see their children safely into school and wait with them in the Pre-Prep playground until the school bell goes at 8.30 am and class teachers welcome the pupils. In case of bad weather, pupils can go to their classrooms from 8.00 am where staff will be on duty.

**Lesson Times** - Designated teachers are responsible for the supervision of pupils as directed on their time tables. No class should be left unsupervised for any reason. In cases of emergency another member of staff can be called to supervise the class while the difficulty is dealt with.



**Morning Break** - Staff teaching the pupils before break should ensure that the designated duty staff member(s) are in the playground before dismissing the class. The designated duty staff are then responsible for the pupils until they return to class after break.

**Lunch Time** - Staff teaching the pupils before lunch break should ensure that the designated duty staff member(s) are in the playground before dismissing the class. In the lunch hall there is always a member of the midday supervision team on duty alongside the catering staff.

**Wet Play/Lunch Times** - Pupils are expected to go outside unless the weather is extreme. If it is necessary to remain inside then pupils are supervised by members of staff.

**School Collection Time** (3.30 pm) - Parents must wait outside the classroom for the pupils to be dismissed. Any pupils whose parents/carers have not arrived by 3.40 am are escorted to Tea Timers. The school is then put back into lockdown to allow for pupils to move freely around the school site without parents. The lockdown is lifted five minutes prior to the end of clubs.

**After-School Clubs** (3.40-4.15/4.30 pm) - Class staff escort pupils to the appropriate venue where a register is taken. All staff taking activities will have completed a risk assessment for their activity. At the end of the Club pupils should be collected in person by parents/carers and any uncollected pupils are escorted to Tea Timers.

**Tea Timers** (After School Care 3.40-6.00 pm) - Class staff escort pupils to Tea Timers which is based in the designated classroom and supervised by members of the school staff. Pupils are registered and parents sign them out on collection. All pupils should be collected by 6.00 pm. A member of the Senior Leadership Team remains on the premises until all pupils have been collected (see separate policy).

### **Uncollected Child**

In the event that a pupil is not collected by an authorised adult at the end of the day/club, we will ensure that the pupil is cared for safely by an experienced member of staff who is known to the pupil. We will ensure that the pupil receives a high standard of care in order to cause as little distress as possible.

We inform parents of this so that if they are unavoidably delayed they will be reassured that their children will be cared for properly.

Parents of pupils starting at the school are asked to provide the following specific information which is kept within the school office:

- Home address and telephone number
- Names and telephone numbers for three emergency contacts

Parents should inform the school if they are not able to collect the child as planned.



If a pupil is not collected at the end of the day/club, the parents are contacted at home or work. If this is unsuccessful the emergency contact persons are contacted. All reasonable attempts are made to contact the parents or nominated carers. The pupil will be unable to leave the premises with anyone who is not directly nominated by parents either in writing or directly by telephone.

If no-one collects the pupil by 6.15 pm and there is no-one to be contacted to collect the pupil, the Redbridge Safeguarding Children's Board will be contacted. The pupil will stay in care of two fully vetted members of staff until the pupil is safely collected by the parents or a social worker. Social care will aim to find the parent or relative. If they are unable to do so, the pupil will be looked after by the Local Authority (9am-5pm 020 8708 3885 / after 5pm 020 8553 5825). Contact details for other local authorities are listed in the Safeguarding Policy.

Under no circumstances will staff go to look for the parent, nor do they take the pupil home with them.

A full written report of the incident will be recorded in the vulnerable children's file which is kept locked away in the Head Teacher's office. Depending on circumstances, we reserve the right to charge parents for the after school care.

Ofsted may be informed in the case of an EYFS pupil.

### **Missing Child** (see full Missing Child Policy)

Parents should inform the school office first thing in the morning if a pupil is absent from school. If no message has been received by 9.30 am the school office will contact the parents to ascertain whether the pupil is ill or at home.

Pupils are never allowed to leave the premises during school time without the Head Teacher's permission. In the unlikely event that a pupil left the premises without the knowledge or permission of the Head Teacher, this procedure will be followed to ensure that every action possible is taken to ensure the quick and safe return of that pupil to school.

- If a pupil cannot be found by his/her teacher, the Head Teacher must be notified immediately and told when and where the pupil was last seen. Time is of the essence and prompt actions must be taken by all.
- The remaining pupils will be left safe in the care of suitable staff. All other available staff will conduct a thorough search of the pupil's classroom, play areas, storage areas, toilets, the school buildings and school grounds.
- If the pupil is not found within ten minutes, an emergency fire drill will be called and all pupils registered in the playground.
- If the pupil does not appear, the police must be called by the Head Teacher.
- Members of staff who are not supervising pupils will be sent to search the area in the immediate vicinity of the school.



If, despite the security measures in place, a pupil goes missing from an after-school club, all pupils will immediately be registered again to check no more are missing and the Head Teacher will be alerted. Missing child procedures apply.

### **Managing people**

- Missing child incidents are very worrying for all concerned. Part of managing the incident is to try to keep everyone as calm as possible.
- The staff will feel worried about the pupil, especially the key person or the designated carer responsible for the safety of that pupil for the outing. They may blame themselves and their feelings of anxiety and distress will rise as the length of time the pupil is missing increases.
- Staff may be the understandable target of parental anger and they may be afraid. The SLT need to ensure that staff under investigation are not only fairly treated but receive support while feeling vulnerable.
- The parents will feel angry and fraught. They may want to blame staff and may single out one staff member over others; they may direct their anger at the setting leader. When dealing with a distraught and angry parent, there should always be two members of staff, one of whom is the setting leader and the other should be the Chair of Governors or a member of the SLT. No matter how understandable the parent's anger may be, aggression or threats against staff are not tolerated and the police should be called.
- The other pupils are also sensitive to what is going on around them. They too may be worried. The remaining staff caring for them need to be focused on their needs and must not discuss the incident in front of them. They should answer pupils' questions honestly but also reassure them.
- In accordance with the severity of the final outcome, staff may need counselling and support. If a pupil is not found, or is injured, or worse, this will be a very difficult time. The Chair of Governors will use their discretion to decide what action to take.
- Staff must not discuss any missing child incident with the press without taking advice.

The safety of all pupils will be given our highest priority. A missing child should be an extremely rare happening. This procedure is designed to put into place swift and effective actions to locate any missing child and to notify and involve parents and the authorities at every appropriate point.

Reviewed September 2018 AC

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