

COGNITA



Duncombe
School

An Independent Preparatory
School and Nursery

Pupil Supervision and Lost & Missing Children Policy

September 2025

Date Policy Reviewed	Policy Reviewed By	Reason/Outcome	Next Review Due
8 th August 2023	Lydia Cartwright	Review	Autumn 2024
1 st September 2024	Lydia Cartwright	Review	Autumn 2025
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1 Introduction

- 1.1 Duncombe 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
2-5 years old	08:30 – 15:30
	Part-time – 08:30-12:30 or 12:30-15:30
5-7 years old	08:30 – 15:30
8-11 years old	08:30 – 15:50
2-5 years old	08:30 – 15:30

3 Start of Day Arrangements

- 3.1 When pupils arrive at school, they are expected to Treetops – be delivered by parents to the Treetops building

Pupils are to remain with their parents or carers until 08:15 then:
Lower School – wait in the New Hall, under supervision from 08:15
Upper School – wait in Old Hall, under supervision from 08:15

- 3.2 Before school, the following supervision arrangements are in place:

Breakfast Club is available by prior arrangement from 07:30 – 08:15

4 Break Time Arrangements

- 4.1 During break, the following arrangements are in place:
Main School pupils have break from 10:30 – 10:55 and will be outside, unless it is wet play.
EKG/KG and Nursery have a break time of 10:45 – 11:30
Reception and Lower School has an additional play time from 14:25 – 14:40

- 4.2 During break, the following supervision arrangements are in place:
Staff across the school are on a duty rota. If it is wet play, the same staff cover specific areas inside the school building.

5 Lunch Time Arrangements

- 5.1 During lunch, the following arrangements are in place:
There is a lunch rota throughout the whole school which sees children from Treetops to Upper School have their lunch between the times of 11:30 – 13:40
- 5.2 During lunch, the following supervision arrangements are in place:
Staff across the school are on a duty rota. If it is wet play, the same staff cover specific areas inside the school building.

6 End of School Day Arrangements

- 6.1 In Treetops pupils in Early Kindergarten and Kindergarten are expected to leave via the Exploration Hub into the Treetops garden, pupils in Nursery and Reception will leave via the Treetops Main Entrance. Pupils in Main School are expected to leave from the exit doors in New Hall. These arrangements apply unless a pupil is attending an After School Activity. Any change to these pick-up/collection points are shared with the parents/carers before-hand.
- 6.2 Schools 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 pupil is not collected from school within 10 minutes of the agreed collection time at the end of the day the class teacher will refer the child to our After School Care provision. If a child is not collected within 15 minutes of the agreed collection time following ASC (6.30pm) we will call the contact numbers for the parent or carers. If there is no answer, the After School Care Leader will begin to call the emergency numbers for this child. During this time, the child will be safely looked after. If there is no response from the parents' or carers' contact numbers or the emergency numbers a member of the Leadership Team will be contacted.

We will make a full written report of the incident.

8 After School Activities

- 8.1 When attending an after-school activity, pupils are supervised by authorised adults. The adult is responsible for taking a register at the activity.
- 8.2 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: If a child is not collected within 15 minutes of the agreed collection time following ASC (6.30pm) we will call the contact numbers for the parent or carers. If there is no answer, the After School Care Leader will begin to call the emergency numbers for this child. During this time, the child will be safely looked after. If there is no response from the parents' or carers' contact numbers or the emergency numbers a member of the Leadership Team will be contacted.

9 Sporting Fixtures

- 9.1 PE staff supervise students when at fixtures.
- 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: If a pupil is not collected from school within 10 minutes of the agreed collection time at the end of the day the class teacher will refer the child to our After School Care provision. If a child is not collected within 15 minutes of the agreed collection time following ASC (6.30pm) we will call the contact numbers for the parent or carers. If there is no answer, the After School Care Leader will begin to call the emergency numbers for this child. During this time, the child will be safely looked after. If there is no response from the parents' or carers' contact numbers or the emergency numbers a member of the Leadership Team will be contacted.

10 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. Please refer to 2.1 for times for Nursery School pupils.

11 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.

12 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.

13 Medical Support

- 15.1 There is a qualified first aider on duty from 7.30am to 6.30pm 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 office during lesson time or to the First Aid duty member during break or lunchtimes.

14 Supervision in Remote Locations

- 16.1 Some potentially dangerous areas of the school are out of bounds to unsupervised pupils. These include science laboratories, cellar, attic, maintenance, catering and caretaking areas of the school and to the Dell.
For Educational Visits – please see Educational Visits policy.

15 Lost or Missing Children

- 15.1 In the instance that a child is lost or missing whilst on the school site we will follow the following procedure:

Procedure for Missing Pupils

A pupil may be identified as missing:

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- After an absence at morning registration is not confirmed by the office staff's call home.
- By a teacher following afternoon registration where a child is not there.
- By comparing pupils in a class with the day's 'Fire List'.
- By a report of a missing child by a fellow pupil.

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

- Contact the form/class teacher to assess whether the absence is expected.
- Check for any known medical emergency.
- Contact the teacher of any timetabled class at which the missing pupil should be present (or should have been present earlier in the day: staff who might previously have taught or the pupil that day)
- Check all lists of trips out of School.
- Check sports fixtures and team lists.
- Check the peripatetic timetables.

If the pupil is still found to be missing, the school office will immediately:

- Open a written record of the incident which will log all specific actions taken.
- Contact the parents/guardians and ask for further information (this would normally be within 10 minutes of the report of a missing pupil).

If the pupil is still found to be missing, the School Office will:

- Inform the Headmaster and Leadership Team members, who will initiate and oversee a search of the site.
- Inform Site Managers and ask them to assist in the search
- Message sent by email to all staff with the name of the pupil, date and time of first noted absence.
- A school fire alarm practice will be used as a tool in locating missing pupils if required.
- Advise all teachers due to teach the pupil later that day that they must immediately inform the School Office if the pupil appears.

If the site search fails:

- The parents of the missing pupil will be informed, and a search of local roads will be made on foot, or by car, by available staff and parents as appropriate.
- On completion of this and any subsequent searches made over the day parents will continue to be informed of progress.
- At their discretion, the Headmaster will arrange for the police and Cognita to be informed.

If the pupil is found, or the incident is otherwise resolved:

- The Headmaster and parents of the missing pupil will be directly informed by the School Office.
- The police and Cognita will be informed if they have been involved.
- An email sent to all relevant staff notifying the end of the emergency.
- The written log kept by the School Office will be signed off.
- The Headmaster will initiate a full inquiry, and provide a written report for Cognita. This report and the incident log will be kept on the pupil's file.
- An outline report on missing pupil incidents will be made to the Governance Committee at each of its meetings.

Procedure for a Missing Pupil from Early Years

- The teacher in charge will calmly inform a member of the Leadership Team and the Office Staff.
- The Office Staff open a written record of the incident which will log all specific actions taken.

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- The remaining pupils will be gathered together into one group, for an activity and with designated member of staff. The pupils will be sensitively asked by the class teacher whether they have seen the pupil who is missing, as will all adults who were with the child, so that it can be established who was last to see the missing child, when and where.
- The teacher in charge of the class will then carry out a thorough search of all the rooms in the immediate vicinity and the outside perimeter of the school
- A register will be taken of the remaining pupils in the class and sent immediately to the office.
- The remaining staff will then search for the missing pupil.
- Doors and gates are checked to see if there has been a breach of security whereby a pupil could wander out.
- The teacher in charge talks to staff to establish what happened.
- Site Managers staff should be notified.
- At their discretion, the Headmaster will arrange for the police, parents of the missing pupil and Cognita to be informed and given regular updates as appropriate.

If the pupil is found, or the incident is otherwise resolved:

- The Headmaster and parents of the missing pupil school will be directly informed by the School Office.
- The Police and Cognita will be informed if they have been involved.
- An email sent to all relevant staff notifying the end of the emergency.
- The written log kept by the School Office will be signed off.
- The Headmaster will initiate a full inquiry, and provide a written report for Cognita. This report and the incident log will be kept on the pupil's file.
- An outline report on missing pupil incidents will be made to the Governance Committee at each of its meetings.

After the Incident

- The Headmaster will discuss with the child's parents the events surrounding the disappearance of the child.
- The Headmaster will carry out a full investigation taking written statements from all the staff present at the time.
- The incident report will detail:
 - The date and time of the report.
 - What staff/children were in the group/class.
 - When the child was last seen in the group/class/playground.
 - What has 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 breach of security happened and, if appropriate, procedures (including risk assessments and training) may be updated.
- OFSTED is informed in the case of an incident of a missing EYFS pupil.

Normal procedures for parents collecting pupils from School

Treetops

Early Kindergarten and Kindergarten children are collected from the conservatory. The staff hand over each child to the parent or named adult collecting.

Nursery children are collected from their classrooms. All key persons hand over to parent/ named adult collecting.

Reception children say good afternoon to their class teacher at the Treetops main door and then walk over to their parent/ named person when the teacher has seen them waiting behind the Treetops fence.

Any children attending After School Club wait in their classroom or the Octagon and are then taken to After School Club by their teacher or Nursery nurse.

Lower School

In Lower School the children come down from their classroom accompanied by their Class Teacher or a timetabled substitute teacher (or TA in certain circumstances) to New Hall. The children are then dismissed when the parent or a known adult is seen by the child AND the Teacher/TA. If there has been an arrangement between parents to take another child home this is often communicated in the gold reading book and if not, the parent is asked by the Teacher /TA to confirm they are taking the child. At 3.40pm any children who have not been dismissed are all grouped together and the member of staff on sibling duty dismisses them. At 3.50pm any remaining children are either taken to tea or a Teacher from Upper School will dismiss them.

If there are any queries about whether a child should be going home the office is asked to ring the parent to confirm.

Upper School

In Upper School the children come down from their classroom accompanied by their Class Teacher or designated alternate teacher covering dismissal (or TA in certain circumstances) to New Hall 10 minutes later than Lower School. The children are then dismissed when the parent or a known adult is seen by the child AND the Teacher/TA. If there has been an arrangement between parents to take another child home this is often communicated in the gold homework diary or by email and if not the parent is asked by the Teacher /TA to confirm they are taking the child. At 4.00pm any children who have not been dismissed are all grouped together and handed over to After School Club staff who will dismiss them.

Year 6 pupils are permitted to leave the school site unaccompanied once a permission is given by the school and a Walking to and From School Alone permission slip has been received and approved by the school. A record of pupils with permission to walk to and from school alone is kept in the school office and also in New Hall where pupils are dismissed from. A Photograph of each pupil is included in this list. Staff tick and sign a record to show they have dismissed a pupil in this manner.

If there are any queries about whether a child should be going home the office is asked to ring the parent to confirm.

After School Club

The leader of every activity will hold their own individual register which will include a signature column against the child's name. Parents are able to sign their child out with either the club leader at the end of the activity, or they can collect their child from Treetops once the children have been taken back there. Children will take their bags with them to the activity so, once signed out; you do not have to go back to Treetops to gather belongings.

If parents are collecting from Treetops once an activity has finished then they will be asked to sign the register for the activity their child has taken part in and your child will be released to the parent.

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

The visit leader must ensure the safety of remaining pupils. At least two adults must stay with them.

One or more adults should immediately start to search for the child.

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If the child is not found within 5 minutes, the visit leader must then contact the police by telephoning 999 (within the UK 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.

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