

Farrowdale House

INDEPENDENT PREPARATORY SCHOOL

Proprietors:

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Pupil Supervision and Lost & Missing Children Policy

This policy applies to all children, including those in the Early Years.

Introduction

Farrowdale House 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 and Child Protection Policy, Anti Bullying Policy and our health and safety requirements.

Working Day

The school day is 8.30am-3.30 pm for all year groups.

Start of Day Arrangements

Children are deemed by the School to be under their parents' supervision, until they enter the secure perimeter through the main entrance doors of Farrowdale House, and until in the company of a member of staff. The secure perimeter excludes the building frontage of Farrowdale House and nearby roads. This school policy makes it clear that the parent or legal guardian is responsible for the supervision and safeguarding of their child before (or after) the times specified in this policy. Parents arriving with their child before 7.30am must remain with their child until Breakfast Club opens. The responsibility of the school for children arriving or leaving begins and ends at the playground gate, or the main entrance.

Parents who need to drop their children any earlier should leave them in Morning Club, which operates in the school Hall and opens at 7.30am.

All pupils are expected to arrive at school in accordance with the timings outlined above.

Upon doing so, Early Years, KS1 and KS2 pupils should report immediately to their classroom.

Children must be supervised at all times and would not usually be left in classrooms without supervision.

Arrangements for general supervision

All children would usually be supervised by a member of staff while in school. For Nursery and Reception classes the general rule is that there will be a minimum of two members of staff in attendance. Since young children may need to be accompanied out of class for interventions, adult-to-child ratios are followed in accordance with the EYFS Statutory Framework. Children must usually

be within sight of staff and always within sight or hearing.

Break Time Arrangements

During break, the following arrangements are in place:

All pupils are supervised by two members of staff on the playground and eat fruit or healthy snack brought in from home or purchase toast or fruit from the school kitchen hatch. Fruit or other snacks brought in by pupils from home are for their own consumption only. In inclement weather, pupils will be brought into designated and indoor spaces during break time at the discretion of the Headteacher.

During all break times, pupils are supervised by two members of staff. It is not possible to supervise many children without vigilance and concentration and, to this end, members of staff on duty should not indulge in protracted conversation with colleagues. At all times during the school day, the gate in the playground will be kept locked. The duty member of staff will ring the bell at the end of break and, together with other duty members of staff, will ensure that all pupils are moved on promptly to lessons.

Lunch Time Arrangements

During lunch, all pupils will dine in the School Hall from 12pm-12.30pm

During lunch time, pupils are supervised by Headteacher and teaching staff in both the dining hall and the designated outdoor spaces.

The duty member of staff will ring the bell at the end of lunch time and, together with other duty members of staff, will ensure that all pupils are moved on promptly to lessons.

Supervision Duties

All members of the staff are expected to take their share of break and lunchtime supervisory duties. Staff duties are outlined for staff on the duty rota.

End of School Day Arrangements

Pupils are expected to leave the premises by the end of their school day 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.

No child is allowed to leave the school with anyone else unless this has been previously agreed with the parents, preferably in writing or via the telephone. Any child being collected by an unfamiliar person will be asked for a password. This password will have been confirmed by all involved on a data information form. The staff will ask for the password on collection.

Parents should be given notice of any children who will be late home as a result of participation in after-school activities or revision sessions. They should also be given adequate notice of any changes to planned arrangements, such as the cancellation of extracurricular clubs. Every effort should be made to contact the parents during the day. If for any reason a parent cannot be contacted, the child will remain supervised at school until the agreed time of collection, in the After School Club.

Non-Collection Arrangements at End of Formal School Day

If a pupil is not collected from school by the end of the formal school day and is not signed up for an extra-curricular activity, the After School Club or the Revision Club (Year 5/6 only), this should be reported to the School Office, and the child will then be escorted to the After School Club thereafter, where they will continue to be supervised until collection from school.

Children who are not collected at the end of after school club at 5.30pm are kept at school until the parents have been contacted and arrive for collection by the parent or agreed representative. A child will be cared for, and contact will be tried to be established between school and home. If all avenues are explored for at least ½ hour, then it is the responsibility of the After School Club staff to inform the Head Teacher. They will then inform social services of the situation and **complete a Late**

Collection Log. Appendix 1

After School Activities

When attending an after-school activity, pupils are supervised by authorised adults. The adult is responsible for taking a register at the activity. Staff running extra-curricular activities are made fully aware of the school's procedures regarding pupil's security. Registers are taken by staff at the start of extra-curricular activities. If a parent has signed a consent form and their child does not turn up for an extra-curricular activity, the member of staff running the club will speak to the Head teacher or send two children to the office, to ascertain this child's whereabouts and whether he/she was in school on that day. The Head teacher will deal with this matter as outlined in this policy. No pupil should leave without the authorisation of the adult 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 there is clear evidence of a request (in writing, via email, in person or by telephone) and this has been approved by the Headteacher. Upon collection, pupils must be signed in and out of the School Office as appropriate.

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.

Children will remain under the direct supervision of the teachers and support staff at all times when taking part in Games or Physical Education. Where children are taken off site for activities they will be supervised by a minimum of two members of staff. They must always carry a first aid bag, a list of contacts and a mobile phone.

People considered 'responsible persons' for supervision

The school employs only suitably vetted adults to take responsibility for children. This will include classroom assistants, teachers, lunchtime supervisors and before and after school club school staff. This will be made clear to parents who may consider that any adult staff member on site will assume responsibility for their child out of normal hours.

Medical Support

All members of staff who are First Aid qualified are available to administer first aid, to help if someone is ill or injured, and to deal with any accidents or emergencies. In instances where this is

impractical, pupils should be escorted to the School Office for the administering of First Aid, or for support with illness, injury, accidents or emergencies.

The School has members of staff who are trained to administer First Aid and has members of staff on site with Paediatric First Aid Training. Parents should be reminded that staff with First Aid training are only equipped to deal with the immediate effects of minor accidents and illnesses, and that they cannot deal with more serious emergencies requiring medical attention.

If a child has an accident that requires immediate hospital treatment, an ambulance will be summoned and the child will be accompanied to hospital by a member of staff. The school will contact the parent or carer immediately and will require them to take full responsibility for the child at the hospital as soon as possible.

Parents are legally responsible for the welfare and safety of their child, and they will be required to collect the child from school as soon as possible (usually within one hour) if they suffer an injury which is not serious enough to warrant immediate transfer to hospital. This will also apply if (in the opinion of the Head Teacher) a child is too ill to continue in lessons, or there is a risk of passing a serious infection on to other children in class.

If parents cannot collect a child from school within a reasonable time (typically within one hour) they should be asked to nominate a trusted adult or family member to attend school to collect the child in their absence. The school expects parents and nominated carers to place the welfare of the child first. We cannot accept responsibility in cases where parents may be unwilling to attend school in a reasonable time (for example citing work commitments).

Parents who work in professions, or locations, where it may not be possible to get to the school within a reasonable period of time should provide the school with the name and telephone number of one or more responsible adults to act in their absence (for example other family members or trusted friends).

If the school cannot contact the parent, or any of the alternative emergency contacts, we will act in Loco-Parentis and care for the child until contact is established. In such circumstances we may choose to refer the child to the local hospital A&E department under the supervision of a member of staff if we suspect that there are injuries which need to be seen by a doctor.

Parent helpers

Where a parent offers their assistance to help supervise an event, such as a field trip, the school must ensure that the safety of other children is taken into primary consideration. Parent helpers should not be left alone with children, particularly other people's children, and should themselves be supervised by a member of staff. Parents are given a list of guidelines when accompanying a school trip and are asked not to take photographs of the children using their mobile phones. The school will ensure that parent helpers who are engaged in regulated activities will be vetted through the DBS process before they are allowed access to children.

Lost or Missing Children on site

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

- The School Office will be contacted immediately
- School Office staff will inform the Proprietors/Headteacher

- All remaining pupils will be kept safe in a secure place, with adequate adult supervision, including assistance from other school staff as necessary.
- A full headcount will be taken by the teacher-in-charge, usually the class teacher or nominated person, and matched against the register.
- 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 pupil could have left the site. If something is discovered, the Proprietor/ Headteacher must be informed immediately.
- The following lists in the School Office will be checked: attendance register; offsite records; other school clubs.

If the pupil is not found after this initial search, and/or approximately ten minutes from the initial report of them deemed missing, the staff will inform the Headteacher and the Proprietor. This action will also be taken if a pupil is found wandering or at risk of being lost or missing. The Designated Safeguarding Lead, Emma O'Donnell, will be notified immediately, the Headteacher, or the Deputy Safeguarding Lead member in her absence, will decide at which point the police will be called.

All relevant emergency contacts for pupils will be used to inform parents/carers accordingly. However, until such time as the pupil is safely returned to the care of the parents/carers, the Headteacher remains responsible for the care and welfare of the pupil, including offsite. As soon as is practicable, the Serious Incident Reporting Form will be completed by the Headteacher. The responsible class teacher will make a record to provide full details of the incident in the school's Incident Report Book and should include a description of what the pupil was wearing (if not in school uniform) and any distinguishing features. A note will also be made on the school's attendance register accordingly.

If a missing pupil has any special medical or learning needs, these need to be noted and to be disclosed to the police or other agencies.

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

Near misses will also be recorded and reviewed termly. 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 against future risk. Any relevant policy or procedure must be reviewed.

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:

Security systems, policies and procedures will be fully reviewed and a full debrief will take place and a written report made.

- The parent and carer will be involved at all times

Lost or Missing Children offsite

In the instance that a child is lost or missing from an offsite location, the following procedures should be followed:

- The Group Leader must ensure the safety of remaining pupils. Where possible, at least two adults must stay with them.

- Inform the staff at the venue so they can initiate their 'lost child' procedures.
- One or more adults should immediately start to search for the child.
- If the child is not found within five 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.

Child does not appear for after-school care registration

If the child is booked into the session, but does not turn up in the after school class room to be registered:

- Staff will ask the class teacher whether the child was dismissed at home time and if so, to whom and this will be followed up by a telephone call from the after-school club staff.
- All available staff will be asked to check the buildings
- All clubs will be checked
- The Head teacher or Proprietor will contact parents
- If parents cannot provide an explanation, the police will immediately be contacted.

Child goes missing during an after-school care session

If, despite the security measures in place, a child goes missing from the after school care, the following procedures will be activated:

- All children will immediately be registered again to check no more are missing, and the registers will be checked
- Staff will contact any staff left in school and telephone the Head teacher if she has gone home
- Remaining children will always have adequate supervision and be reassured
- A full site search will take place
- Staff will search the immediate surrounding area outside of school
- Parents will be immediately contacted to check that their child has not been taken by another parent
- Parents who have already collected children from after school club will be contacted to check that they have not taken the child or seen them as they left
- The police will be informed
- Support will be offered to parents and staff involved
- A full debrief will take place and a written report made
- Security systems will be fully reviewed

The investigation

- Staff keep calm and do not let the other children become anxious or worried.
- The Head teacher speaks with the parent(s).
- The Head and proprietor carry out a full investigation taking written statements from all the staff who were on the outing.
- The key person/staff member writes an incident report detailing:

The date and time of the report.

What staff/children were in the group/outing and the name of the staff designated responsible for the missing child.

When the child was last seen in the group/outing.

What has taken place in the group or outing prior to and since the child went missing.

The time it is estimated that the child went missing.

- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation, all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Children's Social Care may be involved if it seems likely that there is a child protection issue to address.
- In the event of disciplinary action for EYFS staff needing to be taken, ISI is informed.
- The insurance provider is informed.

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 child, especially the key person or the designated carer responsible for the safety of that child for the outing. They may blame themselves and their feelings of anxiety and distress will rise as the length of time the child is missing increases.
- Staff may be the understandable target of parental anger and they may be afraid. Setting leaders 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. When dealing with a distraught and angry parent, there should always be two members of staff, one of whom is the head and the other should be the proprietor. 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 children 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 children's questions honestly but also reassure them.
- In accordance with the severity of the final outcome, staff may need counselling and support. The proprietors will use their discretion to decide what action to take.
- Staff must not discuss any missing child incident with the press without taking advice.

Policy reviewed August 2025

Appendix 1: Late Collection Log

LATE COLLECTION LOG	
For use by Designated Senior Safe Guarding Lead every time a parent/carer is more than 30 minutes late to collect at the end of the school day/session/activity. This log should be held in the child's file and audited for repeated patterns of late/non collection, which may indicate an underlying problem.	
Date:	Class:
Name of Child:	Name of Teacher:
Reason given for late/no collection:	
External agencies contacted? If so who?	Arrangements made:
Follow up actions:	
Signature of DSP	

Date:	Class:
Name of Child:	Name of Teacher:
Reason given for late/no collection:	
External agencies contacted? If so who?	Arrangements made:
Follow up actions:	
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