

# COGNITA



## COLCHESTER

PREP AND HIGH SCHOOL

### **Pupil Supervision and Lost & Missing Children Policy**

### **September 2025**

### **EUROPE**

### Introduction

Colchester Prep & High 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.

This policy applies to all children, including those in the early years.

## 1 Working Day

1.1 The school day is as follows:

Age range	Timings
Whole School & Early Years Nursery Department	Breakfast Club 07:15 - 08:20 Wraparound 08:00 - 08:20
Nursery	Morning session 08:20-12:00 All day 08:20-15:00 Snack 10:00am Nursery Outdoor Play am: 10:30-11:15 and pm: 14:15-14:40 Lunch 11:40-12:10 supervised by Nursery staff
Pre Prep Dept	Gates open 08:20, Break 10:00-10:20, Lunch 11:45–12:30, (Y1&2) Finish 15:30, Reception Class Finish 15:00
Prep School	Gates open 08:20, Break 10:20-10:40, Lunch 12:10-13:00, Finish 15:30
Seniors	Gates open 08:20, Break 10:40-11:00, Lunch 13:00-13:30, Finish 15:30
Whole School (including Early Years)	Wraparound care after school from 15:00 until 18:00

## 2 Start of Day Arrangements

2.1 When pupils arrive at school, Prep School pupils proceed directly to their Form Rooms, which are supervised by staff. All Senior pupils proceed to their Form Rooms for Registration. The front door is opened at 08:20 to welcome Reception children and Nursery children to the start of the school day.

2.2 Before school, the following supervision arrangements are in place:

Before school pupils are supervised by staff in our Breakfast Club, from 07:15 until 08:20, when the school gates are opened.

2.3 For pupils arriving by bus, Prep School pupils arriving by bus are escorted to the school premises. Senior School pupils may walk from the bus unaccompanied.

### **3 Break Time Arrangements**

- 3.1 During break, the following arrangements are in place; detailed duty rotas and maps of the school are used to show staff when they are on duty, and what the expectations are. Guidance is also given regarding where staff report during wet break. Staff should support each other in maintaining adequate levels of supervision during wet break. Further information is given in our List of Duties for the Current Year, School Duty Map and Playground Expectations documents. Ball games and other equipment are to be used at the discretion of the staff on duty, but if used, time must be given to allow all equipment to be collected and stored away safely at the end of the break time. All teachers should arrive promptly for the start of any duty.

### **4 Lunch Time Arrangements**

- 4.1 During lunch, the following arrangements are in place: detailed duty rotas and maps of the school are used to show staff when they are on lunch duty, and what the expectations are. Guidance is also given regarding where staff report during wet break. Staff should support each other in maintaining adequate levels of supervision. Further information is given in our List of Duties for the Current Year, School Duty Map and Playground Expectations documents. Ball games and other equipment are to be used at the discretion of the staff on duty, but if used, time must be given to allow all equipment to be collected and stored away safely at the end of the lunch time. All teachers should arrive promptly for the start of any duty.

### **5 End of School Day Arrangements**

- 5.1 Pupils are expected to leave the premises by 3:35pm 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 so if a child is attending a club the member of staff or adult provides this supervision; a club register will also be completed. Pupils in the Senior School may leave the school premises unaccompanied at the end of the School Day.

All pupils from Early Years to Year 5 in the Prep School must be collected by their parents at the end of the school day. Pupils will be released by their teacher only to named adults. Pupils will not be handed over to other adults unless the school has been informed by the parent that they have made this arrangement. If the child is not collected, they will remain in school and the parents contacted.

We highly recommend that Year 6 pupils be escorted to and from School but recognise that some families believe this to be an important skill to build in readiness for transition to Secondary School. If a parent decides that their child is ready for this responsibility, then they must complete the request form included in the Policy on 'Pupils Walking 'To' and 'From' School Alone.' If a child's behaviour is found to not be acceptable, the parent will be asked to accompany them.

Prep School pupils who use the school bus are escorted to and from the bus by a named adult. Senior School pupils may walk to the bus unaccompanied. A register is taken for all pupils that attend after school, extra-curricular activities. Staff are employed to supervise the After-School Club, and they have access to first aid and emergency contact numbers. They are aware of pupils with special medical conditions.

Parents should be given notice of pupils who will be late home through participation in after school activities. They should be given adequate notice of any changes to arrangements such as cancellations of school clubs and fixtures. Every effort should be made to contact the parents during the day. If for any reason a parent cannot be contacted, the pupil must remain at school until the agreed time of collection.

When pupils return from fixtures or visits, or at the end of evening activities when no other staff are available, the staff responsible for the activity will ensure that adequate supervision is in place until all pupils have been collected.

- 5.2 After School Club is offered until 6pm for pupils in years 1 to 6. There is an additional charge for this service. Senior pupils may attend upon parental request.
- 5.3 Wraparound is offered until 6pm for our Early Years pupils. There is an additional cost for this provision. Holiday Club is offered for our Early Years pupils during the holiday sessions. There is an additional charge for this provision.
- 5.4 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)

## **6 Non-Collection Arrangements at End of Formal School Day**

- 6.1 The following procedure will be followed when a pupil is not collected.

On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, the parent must record the name, address and telephone number of the person collecting their child and give it to the Nursery Manager or member of staff on duty in Reception. For Early Years pupils, we agree with parents how to verify the identity of the person and will ask for a password. Parents are informed that if they are not able to collect their child as planned, they must inform the school so that back-up procedures can be implemented. We provide parents with school telephone numbers. We also inform parents that, in the event that their child is not collected by an authorised adult and staff can no longer supervise the child on our premises, that we apply our child protection procedures (as set out in the Safeguarding and Child Protection Policy).

- 6.2 If a child is not collected at the end of the session/day, then staff will follow the procedure below:

The register is checked for any information about changes to the normal collection routine; If no information is available, parents are contacted at home or work; If this is unsuccessful, the adults who are authorised by the parents to collect the child and whose contact numbers are recorded on the database and registration form will be contacted; all reasonable attempts are made to contact the parents or nominated carers. The child does not leave the premises with anyone other than those named on the database and the registration form unless an alternative prior arrangement has been agreed therefore a password would be necessary. If the child has not been collected by 6:00pm and no contact has been made, then procedures for uncollected children will be implemented.

Staff will: Inform a member of SLT, the Headteacher and the Nursery Manager if applicable; Continue to contact all named authorised adults. After 6.30pm Social Services will be contacted if no contact has been made. If Social Services are informed the following procedures will be implemented:

The child stays at the school in the care of a member of staff known to the child until the child is safely collected either by the parents or a social worker. It is the responsibility of Social Services to find the parents or relative. If they are unable to do so the child will be admitted into the care of the local authority. Under no circumstances are staff to go and look for the parent, nor do they take the child with them.

A full written report of the incident is recorded in the child's file. Depending on circumstances, the school reserves the right to charge parents for additional hours worked by all members of staff.

### **7 After School Activities**

- 7.1 When attending an after-school activity, pupils are supervised by authorised adults. The adult facilitating the after-school activity is responsible for taking a register at the activity. The adult facilitating the after-school activity is responsible for taking a register at the activity.
- 7.2 No pupil should leave without the authorisation of the adult leading the activity subject to suitable and agreed handover arrangements.
- 7.3 The procedure for uncollected children will be followed when a pupil is not collected at the end of the After School Activity.

### **8 Sporting Fixtures**

- 8.1 PE and other authorised staff supervise students when at fixtures, having a minimum of 2 staff members in case of emergencies, illnesses, or other events where one staff member has to supervise, and another has to look after an individual child. The procedure for uncollected children will be followed when a pupil is not collected
- 8.2 Parents are always informed of the finish times and where they must collect their children.
- 8.3 No pupil should leave the sporting fixture and the supervision of the staff member without their authorisation and their handover to their parent supervised.
- 8.4 The procedure for uncollected children will be followed when a pupil is not collected.

### **9 Travel to and from School on Buses**

- 9.1 Parents are responsible for ensuring that their children travel safely to and from school. Pupils are not supervised by school staff when travelling on buses and they are expected to behave responsibly and to follow the driver'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.
- 9.3 Please see above section 3.3. for arrival information and 6.2 for departure information.

### **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. We would expect parents to come to school to collect their children if they were to leave the premises during the day.
- 10.2 Certain pupils in Year 11, such as Prefects, have privileges which include leaving the school site during lunch times, after written permission from parents received. A rota is issued, and Prefects sign in and out. Permission for any other Senior School pupils to leave the school site can only be given by the Head teacher or Deputy Headteacher, but this is rarely necessary.
- 10.3 Pupils are not permitted off site on a personal errand for a member of staff. This includes pupils collecting items from cars parked outside the school.

### **11 Supervision Duties**

- 11.1 All members of staff are expected to take their share of break and lunchtime supervisory duties. For more information on staff duties, please see the duty rota.
- 11.2 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.
- 11.3 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 Classroom Supervision**

- 12.1 It is unavoidable given the configuration and layout of the school, the use of specialist teachers and the location of specific rooms, that pupils may, between lessons, be left unsupervised in classrooms. Where possible, pupils should wait outside classrooms. It is assumed that teachers will complete their lessons and aim to arrive at their next lesson in good time to minimise the time pupils are left unattended.
- 12.2 Pupils should never be left completing work with any form of equipment, such as scissors that may cause them, or others harm.
- 12.3 Teachers should not leave a class during a lesson. In the case of an emergency, staff should send a pupil to the school office to seek help.
- 12.4 Nursery children are supervised throughout the day by qualified staff and ratios are adhered to at all times.
- 12.5 The same general principles apply in any school activities, but further care and consideration needs to be in place for the following specific activities:

Physical Education, it is very important that the teacher considers the following factors:

- Safety of apparatus used.
- Condition of the floor.
- Suitability of clothing for staff and pupils.
- Pupils should not wear watches or jewellery.
- Whether the exercises and activities are within the capability of the children.
- Whether the activity is being taught properly, in particular gymnastics.
- Pupils should not be handling PE equipment without direct supervision.

If pupils are used as helpers in Games lessons, there should always be a member of staff with overall responsibility in charge of the pupils. If the pupil is not ill and has for example forgotten their kit, the

pupil should accompany the teacher and help out wherever possible. The pupil should have warm clothing in the winter.

The supervision of pupils during changing for PE and Games is vital. In the Prep School, pupils are supervised when changing with a member of staff in the room. In the Senior School, this member of staff should make their presence known on a periodic basis and then remain outside the room. The pupils should not feel that they are unsupervised, but care should be taken not to remain in the rooms for long periods, so that the privacy of the pupils is maintained.

### Science and Design Technology

Pupils are not permitted to access the Science and Technology rooms without a teacher present. Teachers should consider the organisation of the pupils involved in practical activities. Consideration should be given to the number of pupils who can be reasonably controlled and supervised when organising practical activities. Teachers should take all necessary precautions including, where appropriate:

- Wearing masks/goggles.
- Training in the use of equipment/tools for staff and pupils.
- Very high levels of supervision when pupils are carrying glass objects, carrying hot substances, using sharp implements, or using glue.
- All equipment should be accounted for at the end of the activity and stored in a safe place

### 13 Supervision during PE Lessons, including Changing Arrangements

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

### 14 Medical Support

14.1 There is a qualified First Aid officer on duty 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 main school office. All EY's staff have a Paediatric First Aid Qualification.

### 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.

For Educational Visits – please see Educational Visits policy.

### 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:

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 there are concerns, an SLT member must be immediately informed.

The following lists held in the school office will be checked: attendance register, off site records, school clubs register, trips registers and peripatetic lessons. If the pupil 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 Headteacher and General Manager (Cognita Head Office), including where a pupil is found wandering or at risk of being lost or missing. The Designated Safeguarding Lead in school will be notified immediately, and they will ensure that the parents have been informed by the responsible teacher.

The Headteacher, or SLT member in the absence of the Headteacher, will decide at which point the police will be informed. All relevant emergency contacts for pupils will be used to inform parent/carer(s) accordingly. However, until such time as the pupil is safely returned to the care of the parent/carer(s), the Headteacher remains responsible for the care and welfare of the pupil, including off site.

As soon as is practicable, the Serious Incident Reporting Form (SIRF) will be completed by the Headteacher and sent to Cognita. The Group Leader (offsite) or responsible form/class teacher will make a record to provide full details of the incident. Near misses will also be recorded and reported to the General Manager and full details provided in writing to the school's governance panel or meeting. 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 and submitted to UK compliance committee for approval, via General Manager.

All incidents will be reported to Head Office, for the attention of our insurers, as appropriate. Staff must try to remember and write down a description of what the pupil was wearing and any distinguishing features.

If a missing pupil 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 pupil 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 Headteacher to Cognita Head Office within 48 hours of the occurrence of the incident. 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.



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

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

One or more adults should immediately start to search for the child. If the child is not found within 5 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

### Version control:

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