

# SAINT CHRISTINA'S SCHOOL: PUPIL SUPERVISION POLICY including Missing Children Procedures (Appendix)

Review Initiated by	Head
Last Review	Autumn Term 2024
Next Review	Autumn Term 2025

*This Policy applies to the whole school including Early Years Foundation Stage (EYFS), is publicly available on the School website and on request a copy may be obtained from the School Office.*

*Applies to the whole school including the Early Years Foundation Stage (EYFS), the after/before school clubs, and all other activities provided by the school, inclusive of those outside of the normal school hours; all staff (teaching and support staff), students on placement, the Trustees, Governors and volunteers working in the school.*

## 1. Introduction and Aims

- 1.1. Saint Christina's School is committed to safeguarding and promoting the welfare of pupils' in its care. The Governing Body and the Headteacher are required to ensure, as far as possible, that adequate supervision of pupils takes place throughout the school day and that the school is a safe place for pupils and staff. All members of staff at Saint Christina's School have a duty of care to all pupils and this responsibility includes the maintenance of good order and discipline throughout the day. Professional judgement is required in view of the age of the pupils and the nature of the activity they are engaged in. It is the Headteacher's responsibility to ensure that high standards of behaviour are maintained and that appropriate levels of supervision are in place.
- 1.2. The policy and procedures for the supervision of children at the **start of the school day**, during **break/lunch times** and at the **end of the school day** are given, as well as what to do if a child goes **missing either at school or on an outing**. Procedures for dealing with **personal accidents** are also given.
- 1.3. This policy should be read in conjunction with the **Drop-off and Pick-up Policy** (see Policy Library).

## 2. Supervision duties for Teachers and Teaching Assistants

- 2.1. There is a list of supervision duties issued each term. The teachers and Teaching Assistants must be responsible for checking and noting their own duties. Any changes must be marked on the staff room board and details given to the Deputy Headteacher. The outline arrangements for playground supervision are the same at morning break and at lunch times.

## 3. Supervision before School

- 3.1. All parents are made aware of the starting time of the School day. Pupils are not allowed to enter the School building before 8.40am unless attending wrap around care provision, or a supervised club / music lesson.
- 3.2. **Breakfast Club Supervision:** Breakfast Club Supervision is offered to pupils from 8.00 am and is located in the Main Hall or Arts Hall. Children are signed in on arrival. When the Bus children arrive, they sign in and join the rest of the group if they are early.
- 3.3. **Before School Clubs:** Any children arriving for a Club before School are met by the member of staff running the Club and a register is taken of attendees. At the end of the Club the children are then sent to their class teachers in the classrooms (Years 3-6) and the Main Hall (Years 1-2).

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#### 4. Morning Drop-off

- 4.1. **Nursery and Reception at the start of School:** Nursery and Reception children come in through the Main Hall at 8.50 am and they are supervised in their classrooms by Early Years staff.
  - 4.2. **Years 1-2 at the start of School:** Year 1-2 children arrive at 8.45 am and enter the school through their allocated doors in the side of the Main Hall where they are met by their teacher / TA and taken to class.
  - 4.3. **Years 3-6 at the start of School:** Year 3-6 arrive at 8.40 am and enter the school through their allocated doors in the side of the Main Hall where they are met by a member of the KS2 team. They make their own way to their classroom where they are met by their teacher and / or TA.
5. **Moving around the School:** All staff take an active interest in the conduct and demeanour of pupils as they move around site. Any untoward or dangerous behaviour will be challenged. In most instances, movement around the School is supervised.

#### 6. Registration

- 6.1. Years 1-6 are registered at 8:55 am using the SchoolBase electronic system and if there are any children that are unaccounted for the teacher informs the Office who will call the parent/carer about the absent child. Registers close at 9:10 am.
- 6.2. Nursery and Reception are registered at 9:00 am after their arrival at School using the SchoolBase electronic system. If there are any children that are unaccounted for the teacher informs the Office who will call the parent/carer about the absent child. Registers close at 9:10 am.
- 6.3. Afternoon registers are taken again at 1:30pm Y1 to Y6 and 1pm EYFS. Registers close at 1:45 pm.
- 6.4. All notes of absence are kept by the Class Teacher. Any unusual length of absence or repeated late arrivals will be recorded and parents contacted. If the situation persists the Class Teacher will report the situation first to the Phase Leader and if necessary to the Headteacher or Designated Safeguarding Lead, who is the Deputy Head.
- 6.5. **Late Children:** Any child arriving after the doors have shut at approximately 8.55 am (Years 1-6) and 9.00 am (Nursery and Reception) must come with their parent to the main entrance where their child will be signed in using the electronic system which will request reason for late arrival. The Office Staff will notify the class teacher who may send a TA to collect the child or if older (KS2) then the child can make their way to class independently.

#### 7. Morning Break times:

- 10:15 – 10:30 am Nursery / Reception – small playground
- 10:15 – 10:30 am Years 1 and 2 – large playground
- 10:30 – 10:45 am Years 3 – 6 – large playground

- 7.1. **Morning Break (dry):** There is a staff Duty Rota in place for the supervision of Break and Lunch times. As part of their duties teachers and teaching assistants are responsible for supervising pupil

behaviour during morning and lunchtime breaks according to the duty rota published by the Deputy Head. If a member of staff is due to miss a duty it is his or her responsibility to organise a swap with a colleague and inform the Deputy Head.

- 7.2. No child is allowed outside the door unless a staff member is on duty. A notice on the door reminds the children about this. All pupils, unless with prior permission or request by a member of staff, are to take part in outdoor playtime during break in the School playground. If there is a medical reason why the child cannot go outside the class teacher will ensure the child is supervised outside the Main Office. Nursery and Reception children have supervised break in the small playground and Year 1 upwards are supervised in the large playground at the times indicated above. Children should stand whilst eating snacks and put wrapping papers in the bins.
- 7.3. The staff on duty will take the 'walkie-talkie' and medical kit from the main office and return it afterwards. If a child has a minor accident in the playground the staff member completes an accident form and returns it to the First Aid / Bursar's Office afterwards. If it is a major accident the Office would be contacted and a paediatric first aider would attend to the injury. In the case of a head bump or any injury to the face, the parents would be contacted by the school Office. On hearing the bell, children stand still, and on the second ring will walk quietly into lines. Year 6 prefects/and/or staff accompany classes indoors.
- 7.4. **Morning Break (wet):** There is a sign on the door to indicate if the teachers on duty have decided that it is too wet to go outside, please note that light rain or drizzle will not lead to the cancellation of outdoor play. During Wet Break, Nursery to Year 2 pupils go to their classroom, Year 3-6 pupils go to the Main Hall, where supervision will be taken by the members of staff on duty. At the end of playtime, classes line up and Year 6 prefects escort Years 3-5 back to class.
8. **Lessons:** Individual teachers are responsible for the supervision of their classes. Classes should not be left unsupervised. Should the need arise staff may, for example;
  - Summon help from a teacher in an adjacent classroom.
  - Use the phone by the classroom to call the School Office, Headteacher's Office or the Staff Room
  - If it is necessary for children to run an errand of communication, staff should ensure that it is appropriate both in terms of the age of the child, the nature of the errand. This will always be done in pairs.
9. **Collection of a child during the day:** If a child is collected before the end of the day, the adult collecting the child will be required to sign him/her out using the electronic information system. The Office Staff are responsible for supervising and administering this system. The child is then signed in again by the adult if the child returns during the day.
10. **Sport**
  - 10.1 Appropriate staffing levels are in place for all sporting activities and risk assessments will have been undertaken where appropriate. *(See separate Health and Safety and Risk Assessment Policy for further details)*. Staff involved in such activities must be aware of the relevant Health and Safety procedures and will ensure that appropriate supervision is in evidence at all times during the activity.

10.2 The Sports teacher and class teaching assistant accompanies the children swimming. They are transported in the school mini buses and swimming instructors teach them at the pool side. (See Risk Assessment)

### 11. Lunchtime 12:00 – 1:15 pm:

Year Group	Lunch	Lunch Play
Nursery	11.45 - 12.30	12.30 – 1.00
Reception	11.50 - 12.30	12.30 – 1.00
KS1	12.15 - 12.45	12.45 – 1.30
KS2	1.00 - 1.30	12.30 – 1.00

### 12. Lunch times

12.1 The Nursery are supervised eating lunch in the Hall by the class teacher and teaching assistants. The Reception, Years 1 and 2 classes have lunch in the Main Hall supervised by Miss Georgia, Teaching assistants and lunch supervisors. After their lunch, they go out to play. Year 1 stay in the small playground with their staff until Years 3 to 6 go into lunch. Year 2 children go out onto the large playground after lunch. Years 1 and 2 are escorted back to class by the class teaching assistants.

12.2 Years 3 to 6 are supervised by Miss Georgia and lunch supervisors during lunch and staff members during playtime. During lunch, the children line up in an orderly fashion and walk back to their tables carrying their trays and eat in a civilized way. They sing grace and Happy Birthday to any child having a birthday and in an orderly way, clear away their plates.

12.3 **Lunchtime Supervision Arrangements:** The Duty Supervisor and Teaching Assistant/ must:

- Encourage good table manners and orderly behaviour in the Dining Hall.
- Check that what is needed is on the table.
- Ensure children are responsible for clearing the table.
- Encourage children to eat the meal provided and encourage them in the avoidance of waste.
- Supervise the orderly return of dishes etc. to the given point.
- Clean up after the spillage of food, water or sickness during the meal.
- Ensure that the children leave the dining room in an orderly fashion.

12.4 **Lunchtime Club Children:** Children attending Clubs/Private Lessons during their normal lunchtime may go to Club/Private lesson first or last and then have lunch at the alternative sitting if appropriate. They will report to the Duty Supervisor first for a seat and will be allowed to go when they have finished, cleared their plate away and asked permission to leave.

12.5 **Wet Lunch times:** The EYFS children and Years 1 and 2 remain in classrooms, Years 3 to 6 are supervised as follows: in the Music/Library room (Years 5 and 6) and Year 4 (Years 3 and 4).

### 13. End of Day

Saint Christina's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

- 13.1 At 3.25 pm The EYFS children are released to parents / carers from the Main Hall (Reception) and from their classroom (Nursery). Any children in EYFS who have older siblings are supervised in class for an extra 15 minutes and are then dismissed with their older sibling either from the Main Hall / Playground.
- 13.2 At 3.40 pm Years 1-3 are dismissed through the Main Hall side doors. At 3.45 pm Years 4-6 are dismissed through the Main Hall side doors. Children are expected to say goodbye to their teacher at the end of the day before meeting their parents. If a child is to go home with another parent, then the parent must inform the class teacher and the school office in advance. The class teacher must inform the School Office if the child is staying for a Club and the Club teacher concerned.

#### **14. Collection of a child for a private lesson during the school day**

- 14.1 The Peripatetic Teacher will provide the Class Teacher with a rotating timetable so that the same lesson is not missed each week. The Peripatetic Teacher will **collect and return the child to the class**.
- 14.2 In the event of fire, the Peripatetic Teacher will accompany the child to the fire assembly point so that the private lesson child is accounted for and ensures the child returns to the class line. If the class moves to another lesson e.g. to the gym the Peripatetic Teacher collects/returns the child from/to that lesson. If a child has an additional lesson during the lunch hour, the relevant teacher, e.g. the SENCo / Peripatetic teacher / Director of Music, ensures the class teacher is informed.

#### **15. Clubs and Activities**

- 15.1 It is the responsibility of teachers and visiting instructors to ensure that pupils are properly supervised during their club or activity.
- 15.2 If clubs or activities are cancelled, the School Office, pupils and parents must be informed as early as possible so that they can make alternative arrangements. If parents cannot collect their children at the earlier time, then the children can stay free of charge at the After-School Homework Club which runs until 5.00 pm.

#### **16. Educational Visits**

- 16.1 All events held off site (educational visits) have their own risk assessment in accordance with the Trips and Expeditions Policy. The school always complies with the pupil/adult ratio according to age group. Staff accompanying residential trips have enhanced DBS checks.

#### **17. After School Homework Club (supervised by a teaching assistant)**

- 17.1 Children may elect to go to After School Homework Club until 5.00 pm as required, but these carry a charge. The sessions run from 3:30-5.00 pm. A register is taken on arrival and on departure the children are signed out.
- 17.2 If a child has not been collected by the end of these periods, calls will be made to the parents/guardians. Otherwise procedures that apply to children not collected will apply. (See below.)

## **18. After School Clubs (3.30 - 4.45 / 5.00 pm)**

18.1 Children attending after School Clubs will either be collected by their Club Tutor from the Main Hall and taken to the place where the club takes place or will be supervised by a teaching assistant whilst they eat their snack before starting the club usually around 3.45 – 3.50 pm – teaching assistants are on a rota to perform this duty for some clubs.

18.2 Registers are collected and attendance is taken and the register is returned to the Main Office.

18.3 At the end of the Club the children are dismissed in the Main School Entrance and any child not collected is brought to the Office and a call is made to the parents.

## **19. Clubs run by external providers E.g. Ballet, Judo, etc.**

19.1 Some Clubs such as Ballet, are run by external providers who hire space within the school. Children are normally taken to the Club by their parents or the club staff will arrange to meet and pick up the children and take them to their club. E.g. Ballet teachers collect EYFS children from their classes at the end of school and take them to the Dance Hall for their lesson.

19.2 The External Club Tutor is responsible for the supervision and collection of the children from their Club.

## **20. External Matches**

20.1 Where children are selected to play in an external match or school fixture, parents are notified by letter, app or email of the date/time/venue etc. requesting contact details and medical information. Updates and regular match details are also given out using the 'Teamer' app.

20.2 Children are transported using the school transport provider (in most instances) accompanied by a member of staff, and returned to the school afterwards by the Sports teacher who will oversee their dismissal.

20.3 Parents collect the children at the given time unless another arrangement has been made such as a parent attending the fixture taking their child home directly.

## **21. Action to be taken if a child is not collected from school**

21.1 If a child has not been collected at the end of school, or from After School Homework Club or other School Club / Fixture / Trip, the following procedures will take place:

- The staff will bring the uncollected child to the attention of the Head or Deputy Head, or member of SLT (in that order);
- the mother and/or father will be contacted using all available numbers on the contact form;
- the emergency number of a friend or neighbour will be contacted otherwise;

21.2 In the unlikely event that it is impossible to contact parents or their nominated emergency numbers a senior member of staff will ensure the child is supervised whilst further attempts are made to make contact with parents / guardians. In extremis, if the School is unable to make contact with any

of the child's parents or guardians, and it is out of character and becoming late, the School will have to consider taking advice from the authorities.

## **22. Action to be taken if a child is not collected from the school bus:**

22.1 If there is no one to collect a child from the school minibus, then the bus driver must adhere to the following procedures:

- the driver will attempt to contact mother and/or father using all available numbers on the contact form;
- the emergency number of a friend or neighbour will be contacted otherwise;
- Should there be no response from either of these, the driver should inform the school / senior member of staff on duty who will advise on next steps. These will normally include:
  - a) In the first instance, the school continuing to make efforts to contact parents or their emergency contacts
  - b) The child remaining with the bus and the driver whilst the rest of the children are dropped off
  - c) If parents and emergency contacts are still not responding, the driver may check at the home of the child that parents are not there before returning to school with the child.
  - d) At this point the procedure reverts to the Action taken if a child is not collected from school.

### **Related documents**

- Safeguarding and Child Protection Policy
- Missing Child Policy
- EYFS Policy
- Educational Visits Policy
- Drop Off and Collection Policy
- Health and Safety Policy
- Risk Assessment Policy
- Behaviour Policy
- Staff Handbook





## Appendix 1: General Guidance for Playtime Supervision

1. Undertake playground duty, supervising by circulating amongst children. Supervisory staff should carry out this supervision separately, not in pairs.
2. Supervise children in designated areas, other than the playground, during Wet Play.
3. Attend to minor accidents and send wounded children with a friend to report to the School First Aider in the case of serious accidents. The Teaching Assistant or Duty Teacher (the attender of the accident) must fill in the details of the accident in the Accident Book as soon as possible and return it to The First Aid Room / Deputy Head's Office.
4. Report to the Headteacher or Deputy/Senior Leader, any untoward circumstances or behaviour. Children are encouraged to be kind to one another.
5. Ensure the safety and well-being of the children during the whole playtime.

### Rules for the Playground

1. Children should not bring any equipment into the playground e.g. pencils, paper, scissors etc.
2. Children are encouraged to put food wrappers, apple cores etc. in the bins. Snacks are to be eaten standing not running.
3. Children are only expected to enter the school to go to the toilet or in a minor emergency. They must first ask permission. If it was a real emergency the child would be accompanied by an adult.
4. Children respond to the bell in silence and are expected to line up quietly.
5. Teachers/Teaching Assistants collect their classes from the playground.

### Playground Equipment

1. The Sports Captain can help tidy the PE store.
2. Equipment (from the store) can be used by any year group, unless it is considered by the Duty Teacher to be too slippery.
3. Equipment must be put away when finished with, not left on the ground!
4. Equipment must be used in the appropriate manner.

### Alternative Lunchtime / Wet Play Procedures

1. EYFS and Year 1 and 2 use classrooms.
2. Children will remain under the direct supervision of the Duty Staff.
3. When it is Wet Play the children are expected to play/chat quietly sitting down or watching a **DVD**. They have the use of the toilets nearby and are supervised according to their requirements.
4. At the end of break, children line up and walk back to class escorted by their Teachers or TAs.
5. Year 3 and 4 will go to the Year 4 Classroom and Year 5 and 6 go to the Music room / Library. No equipment is to be brought to the locations. Pencils, paper etc. are provided.
6. Children should go to the toilets closest to the location and if possible before arrival.
7. They ask permission to leave the room for Private Lessons, etc.
8. Teachers/Supervisors circulate to see that fair play is being maintained.
9. The decision to play outside if it stops raining at lunchtime is at the discretion of the Duty Teachers who will normally consult with a senior teacher in making the decision and advise colleagues accordingly.

## Appendix 2: How to deal with Personal Accidents

- **The soiled area** is ventilated and **isolated** from other children. It is treated with absorbent granules ASAP and TAs or assistants are called for cleaning support.
- The child is comforted as necessary.
- **When two staff are present**, a change of clothes and wet wipes is provided, encouraging and aiding the child as far as is possible without close physical contact, to change into fresh apparel. Plastic/rubber gloves are always used. A plastic bag for soiled clothes is provided and a check is made that hands have been washed afterwards.
- Early Years children will require extra support especially if not toilet trained.
- The parents are notified **immediately** if the child is unwell or unable to attend to him or herself hygienically. (The Office will make contact.) The parent must attend to the child in this instance and take them home.
- As a **matter of courtesy** in any such event, if the situation is not an emergency, the Class Teacher will notify the parent at the end of the day.

### **Appendix 3: Procedures In the event of a member of staff fearing that a child has gone missing while at School**

- A Member of staff who is aware that a child may be the missing will immediately inform the Office who will alert senior staff and the Headteacher of the situation if the child cannot easily accounted for at that point.
- In contacting the School Office in the first instance, it will be quickly evident if a child has been, unbeknownst to the member of staff raising the alarm, collected from school or is attending another activity e.g. music exam, drama lesson etc.
- If the Office is unable to account for the whereabouts of a child, a search of the premises will be instigated by the Headteacher. All available staff will be alerted to the situation and asked to check different parts of the school.
- At the same time as the school is being searched there will be a thorough check of all school exits to make sure all gates / doors were locked / bolted and there are no other ways a pupil could have left the School. If any exits are found to be unsecured this must be communicated to the Headteacher immediately.
- If the child is not found within 15 minutes or at the point that the whole school has been checked (whichever is sooner) the Headteacher will ask for CCTV camera footage to be examined.
- The Headteacher will be immediately notified if the child is found and the reasons for the 'disappearance' investigated with a view to ensuring that there can be no repetition.
- The safety and care of the other pupils is paramount so the security of the School and the number of staff remaining to supervise the other pupils in the School must be adequately maintained while the search continues.
- If a child has not been found after 20 minutes from the initial report of them as missing then parents / carers will be contacted and the Police (and any other relevant authorities) notified. The school will provide a description of the child to the Police should this measure be taken.
- If the missing child has any special medical or learning needs then these need to be disclosed to Police or other agencies.
- The Chair of Governors will be informed as soon as practicable as will be the School Insurers – Ecclesiastical Insurance Group.
- If a child is injured a report would be made under RIDDOR (reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 1995) to the Health and Safety Executive (HSE).

### **In the event a member of staff fearing that a child has gone missing while off School premises e.g. on a trip / fixture etc:**

- Follow the same procedure as would be followed within school but at the venue.
- Ensure that staff at the venue are alerted to the situation so that the venue may also support the search. This may include a lock-down preventing people from entering or leaving a venue or it may involve resources being deployed to assist with the search if a residential or activity centre.

- The Trip leader should contact the School Office as soon as it is evident that the child cannot be easily located and the Headteacher informed.
- If the child is not found within 15 minutes the Trip Leader should contact the Police or contact the School to ask them to contact the Police alerting them to the possibility of a missing child by phoning 999/112. They will provide the Police with a description of the child.
- If the missing child has any special medical or learning needs then these need to be disclosed to Police or other agencies.
- The Headteacher will be immediately notified if the child is found and the reasons for the 'disappearance' investigated with a view to ensuring that there can be no repetition. The trip may continue where it is deemed that it is safe to do so, but consideration will be given to bringing the whole party back to School.
- The Visit Leader will alert the School that the Police have been contacted and School will make arrangements to notify parents, after which procedures above to be followed.
- The Chair of Governors will be informed as soon as practicable as will be the School Insurers – Ecclesiastical Insurance Group.
- If a child is injured a report would be made under RIDDOR (reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 1995) to the Health and Safety Executive (HSE).