



The Banda School

**SUPERVISION OF PUPILS
POLICY
(INCLUDING MISSING CHILD
POLICY)**



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). This policy applies to the whole school, including Pegasus Early Years.

Duty of Care

All staff have a duty of care to all pupils in the school. It is the Headteacher's responsibility to ensure that high standards of behaviour and discipline are maintained throughout the time that pupils are present at school, as well as during activities either on or off site. It is also the Headteacher's responsibility to ensure that there is effective supervision of the school and that the school is secure.

Supervision during the School Day

Pegasus Early Years follows the Statutory Framework for the EYFS for its adult to child ratios based on the children's age.

In Lower School, at breaktimes there are a minimum of 6 members of staff on duty and in the Upper School a minimum of 4 members of staff on duty.

Early Morning Extras - The staff and Extras providers running activities at this time are responsible for the children in their care. A register is taken for each Extra.

Morning Arrival – Parents will drop their pupils at the relevant school car park and pupils will be met by duty staff and supervised as they enter the school grounds (through the gate at Pegasus Early Years car park, the gate at the Kisembe Lane Car Park or at the Wall by the Main Car Park). Designated teachers and Class Assistants are on duty throughout the school from 07:40. A Teaching Assistant is on duty at the Dining Hall and will supervise any pupils not involved in Early Morning Extras from 07.15.

Registration (08:10) – Form Tutors/Class Teachers take an electronic register on the school management system, iSAMS. Any unauthorised absences will be followed up by the School Office from 08:30. Any pupils who are late and have missed registration must go to the School Office to register.

Lesson Times - Designated teachers are responsible for the supervision of pupils as directed on their timetables. No class should be left unsupervised for any reason. In cases of emergency another member of staff can be called upon to supervise a class. Pupils in Pegasus Early Years are accompanied to lessons in the Main School by a Class Assistant.

Morning Break and Lunch Break – Designated duty staff are responsible for the supervision of pupils during these times. Duty staff are allocated specific areas of the school grounds for which they are responsible, including areas around the changing rooms and toilets. If it is necessary to remain inside due to bad weather (which is very unusual) then pupils are supervised by the members of staff on duty and their Form Tutors/Class Teachers.

Lunch Time – All teaching staff are expected to attend lunch with their section of the school and designated staff oversee the lunch time routine in the Dining Hall, keeping an eye on behaviour and manners.

Afternoon Registration – Form Tutors/Class Teachers take an electronic register on iSAMS prior to afternoon lessons. If there is an unauthorised absence at this time of day, the Form Tutor or Class Teacher must follow up on this immediately, calling on other staff members, if necessary, in order to locate the whereabouts of the child. (See procedure below which can be used if necessary).

End of School day / School Collection Time:

Pegasus Early Years – Parents/carers collect their child at designated times from the pick-up area in the main Pegasus playground. Pupils are ticked off a list by duty staff as they are collected. Pupils who have not been collected by 4pm will be supervised by Pegasus Early Years staff and parents will be contacted by telephone.

Lower School - Parents/carers collect their child at designated times from the pick up area at the Kisembe Road car park. Pupils are ticked off a list by duty staff as they are collected. Pupils who have not been collected by 4pm will be brought to the area by the Wall where they will be supervised by the member of staff on duty and parents will be contacted by telephone.

Upper School – Parents/carers collect their child directly from the Main Car Park. Children are supervised by duty staff at the Wall area by the Main Car Park. Parents/guardians who have not arrived by 4pm are telephoned. Duty staff will wait until pupils have all been collected. Pupils returning from matches will be supervised by their Games taker until they are collected.

Extras – Staff running an Extra are responsible for the pupils in their care, and an online register is taken in order to monitor attendance. If an Extra takes place after school, at the end of the activity pupils should be accompanied by the adult in charge to the Wall area by the Main Car Park, to be collected in person by parents/carers. Parents/guardians will be telephoned if they are late for collection. Pupils will be supervised until they are collected.

Guidelines for Duty Staff

Early Duty:

- Staff are on duty in Pegasus Early Years, the Lower School and Upper School.
- Staff start duty at 07.40 throughout the school.
- All other staff must be vigilant from their classrooms and ensure that pupils are behaving sensibly until the bell goes at 08.10.
- No play equipment is to be used at this time.
- Changing rooms are supervised at this time as some pupils may be changing into uniform after early morning Extras.

Break and Lunch Duty:

Members of staff supervise areas around the school, including: the field and play equipment, the quads and the Subject Centre, toilets and changing rooms. Years 5 – 8 have designated changing times and a member of staff is allocated the duty of supervising. This is not a sedentary role. Duty teachers must patrol and be vigilant.

- No children are allowed in the classrooms unless involved in a quiet activity.
- Pupils should wear a hat during hot and sunny weather.

Bus duty:

- Pupils who travel on the school bus go promptly to the staff car park at 15:45.
- Bus escorts check that all pupils are sitting and wearing seat belts.
- Once children are registered and checks have been made, the bus may leave.
- Bus escorts monitor behaviour of pupils in the bus and ensure all remain seated.

Late Duty:

- Duty staff will be at the Wall area by the Main Car Park, in the Kisembe Road Car Park and in the Pegasus Early Years main playground.
- Security guards will be on hand to assist with traffic, and duty staff should monitor the movement of pupils to their cars.
- Duty staff will be informed by the main office if they have been contacted with regards to a change in the nominated person for collection.
- Pupils should only be collected by a known adult. Duty staff must contact the office for clarification if an unknown adult comes to collect a child.

Supervision during Games / Matches

- Pupils from Pegasus Early Years will be accompanied to Games/PE lessons by the Sports teachers and Class Assistants.
- During sports matches, the member of staff in charge of a team is responsible for all members of their team, including travelling to matches, whilst at the match, travelling back from a match and awaiting collection by a parent/guardian.
- If a child is 'Off Games' they attend the Games session, participating where they can and remain under the care of the teacher in charge of the session.

Uncollected Child

In the event that a pupil is not collected by an authorised adult at the end of the day/activity, the school 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. The school will 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 who are new to 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 Office if they are not able to collect their child as planned. If a pupil is not collected at the end of the day, 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.

Guidelines for action when there is an unexplained absence from school

Parents should inform the School Office first thing in the morning if their child is absent from school. If no message has been received, 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 a gate pass (obtainable only from the Main Office and from the School Nurse).

In the unlikely event that a pupil fails to appear at a lesson/activity/or for collection at the end of the day, the following procedure will be employed to ensure that every action possible is taken to ensure the quick and safe return of the pupil to school.

- If a pupil cannot be found by his/her teacher, the Headteacher (or in his/her absence another member of the SLT) 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 put in the care of a suitable member of 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.
- The Headteacher's PA will check with the School Nurse and make a thorough check of team lists and Extras lists to ascertain whether the pupil is involved in a match or an Extra.
- If the pupil is not found within fifteen minutes, a message is sent on the 'Missing Child' Whatsapp group. The SLT, Main Office, Head of Security, School Nurse, Co-ordinator of Extras, Head of Sport and School Counsellor are on this group.
- If the pupil does not appear, the school's Head of Security will be called by the Headteacher.
- The Headteacher's PA will send a formal email to 'All Staff' classifying it as urgent with the exclamation mark. This should include a photo of the child if possible (these are available on iSAMS).
- 30 minutes after the alert was first raised, the Headteacher's PA should phone parents to check they have not collected the child, or that the child has not gone home with another parent.
- If the child is located, all those who have been involved must be informed.
- If the child is not found, the child is formally identified as missing.

- Consider informing the Police, in consultation with parents and the Head of Security.
- Instigate an all-available staff sweep of the site and the area in the immediate vicinity of the school.
- CCTV cameras are placed around the school and footage may be consulted to aid the search.
- Update parents and the Head of Security no more than 30 minutes after the child has formally been identified as missing.

Areas to search within the school when trying to locate a missing child:

- The Medical Centre
- All toilets around the school
- The swimming pool area and changing rooms
- The Arts Centre
- The Well-Being Centre (School Counsellor)
- Area around the containers by the Lower School
- The IT Office
- The school Libraries

Guidelines for action when a child is missing outside of the school grounds

If a pupil goes missing during an outing or school visit, the teacher in charge must ensure that the remaining pupils are safely cared for by the other staff and adults. An urgent but thorough search should be made of the immediate vicinity by all available adults and if the pupil is not found quickly the Headteacher must be notified.

As soon as possible, the parents will be notified that their child is missing. If a member of staff finds the pupil the Headteacher must be told at once.

The Headteacher will investigate how the incident occurred and will take appropriate action to ensure that similar events do not happen again. The safety of all pupils will be given our highest priority. This procedure is designed to put into place swift and effective actions to locate any missing pupils and to notify and involve parents and the authorities at every appropriate point.

Date of next review: September 2023