

Pupil Supervision and Lost & Missing Children Policy (Secondary School)

2026

1. Introduction

Southbank 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.

2. Working Day

The school day is as follows:

G6-12	0830-1520
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3. Start and end of Day Arrangements

Students do not arrive simultaneously on the school premises. Time is made available within the agreed directed time for supervision of students before school. Our responsibility begins when the students arrive at school:

- There are also no arrangements made beyond 17.00 unless there is an evening activity at the site
- This statement is included in the school's Parent/Student Handbook

At Portland Place students are permitted to enter the building at 08:20 from which time until 08.30 a member of the administration and other staff as required, are on duty. The same applies to the afternoon from 15.20 to 17.00. The rota is arranged by the Head of Lower Seniors.

At the Conway Street site, the students are permitted to enter at 08.15 and leave at 17.00. For before school, 08.15 to 08.30, and after school, 16.10 to 17.00, the Librarian, and other members of staff as required, are included on a supervision duty rota arranged by the Head of Upper Seniors

When pupils arrive at school, they are expected to use the SALTO gates which records which building they are in and then register.

Morning and afternoon registration is recorded following UK law and Government guidelines:

Morning attendance at Southbank is taken at 08.40 and is recorded by the advisory teachers through iSAMS and is checked and monitored by the Attendance Officer. All advisory attendance must be recorded by 0855.

For each scheduled classes, attendances should be recorded on iSAMS by the subject teachers and students who have classes scheduled must be in attendance.

The advisor/teacher should mark absent any missing students and the Attendance Officer should update the attendance record on iSAMS with the appropriate code depending on the reason for absence. In case of an emergency/fire/evacuation staff must have copies of their class lists so that they are aware if a student is missing.

Should teachers receive any information on a student's absence, this information must be forwarded to the Attendance Officers.

Any students missing at the start of a class should be marked as absent from their class, and if they subsequently arrive late, they should report straight to the school office where they will sign in. The Attendance Officer will update their attendance record.

All absence data is immediately accessible to staff via iSAMS.

In case of the Attendance Officers being absent from school, the Administration staff at each site know all attendance and lateness procedures.

4. End of School Day Arrangements

Schools will support any court orders in place, in relation to collection of pupils and contact arrangements. Should a parent/carer 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/carer and request they collect their child. Should a parent/carer, who is not due to collect their child arrive at the school with the aim of collection, then the parent/carer will be advised to make agreed arrangements. This communication will take place off site (see Safeguarding and Child Protection Policy).

5. Non-Collection Arrangements at End of Formal School Day

The school recognises that it has a statutory duty to safeguard and promote the welfare of its students, and that this duty extends to having arrangements in place for dealing with children not collected from school at the end of the school day or school activity. The following protocol explains those arrangements:

Emails will be checked for any information regarding collection of the child

If no information is available, attempts will be made to contact parents/carers at home or at work as appropriate

If the above is unsuccessful, attempts will be made to contact emergency numbers on iSAMS
Attempts will be made to contact the parents/carers in any other reasonable way eg another parent

Staff will not allow the child to leave school with anyone other than those specified by parents

The school agrees to care for a student who has not been collected until such time as they are collected by a parent/carer, or appropriate alternative arrangements are made with social care and/or police to ensure the student's safety. However, it is also acknowledged that occasionally primary age students and most secondary age students travel independently between home and school, and when considering these children's circumstances the policy will need to be applied with discretion. The school's Designated Safeguarding Lead will keep a record of every occasion

when parents do not collect a child from school or are late in doing so for no good reason. In the Secondary campus the Advisor may be notified instead of the DSL in the first instance. Any child welfare concerns arising out of such incidents will be dealt with in accordance with the school's child protection procedures. Instances of the same child repeatedly not being collected on time may result in a referral to social services

6. After School Activities

Most clubs take place between 15.30 and 16.30 (some major ones until 17.00), or at lunchtime. There may be some exceptions to this, eg sports practices or music rehearsals, which run later. In these cases, the Deputy Principal or Principal must be informed, a note added to the Facilities helpdesk, and the activity leader is responsible for all students leaving the building safely.

Depending on the activity, teachers may end their respective activity between 17.00 and 17.30. Teachers must ensure that their respective students vacate the building by escorting them to the exit door and must ensure they are familiar with the requirements of being the designated person on site after office hours.

All staff members taking after school activities take attendance registers at the start of the activity.

7. Sporting Fixtures

PE staff supervise pupils when at fixtures- there is 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 pupil.

Parents/carers are always informed of the finish times and where they must collect their children.

No pupil should leave the sporting fixture and the supervision of the staff member without their authorisation and their handover to their parent/carer supervised.

The following procedure will be followed when a pupil is not collected from a sporting fixture:

8. Travel to and from School on Buses

Parents/carers are responsible for ensuring that their child (ren) 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.

The Principal reserves the right to prohibit a specific pupil from travelling on school sponsored transport if their behaviour does not meet the required standard.

9. Leaving the Site during the School Day

a. Entry and exit to buildings and off-campus guidelines

Due to the nature of the open campus feature at Southbank Westminster, it is essential that safeguards are in place and that all students and staff are informed of the security and safety procedures by the Grade Leaders or Head of Schools during the health, safety, security and fire evacuation presentations at the start of the school year and, for students arriving during the year, by Advisors. Right from the start and throughout the school year, it is imperative that all students and staff adhere to this policy. **All staff must use SALTO when they enter and leave the respective sites.**

f.i. Off-campus requirements

Because of the physical restrictions of the sites, it is necessary for some students to take their lunch, break times and some study periods or free-periods off-campus. In addition, certain lessons are taught to some students at a particular site, and there is therefore necessary transit between both sites for both staff and students.

f.ii. Students

All students must follow the code of conduct (see below) during all times when not in the school buildings (off campus) within the school day of 08.40 to 16.30. These occasions include changing of classes between the three sites, morning break and free periods (only for students in Grades 10-12) and lunch sessions available to all students. At the start of the school year, students who wish to qualify for off campus privilege related to morning breaks, free periods and lunch sessions, must have read the off campus letter from the school and counter-signed the off campus parent consent and code of conduct forms.

f.iii. Parental consent for off-campus privilege

All parents are required to sign a form that gives consent for their child to be eligible for off-campus privilege. Consent forms are sent electronically at the start of every academic year to current parents and to all prospective parents at the time of registration. Full and up-to-date records are maintained of all students who are not eligible for off-campus privilege and who will therefore not be allowed off campus during school hours, unless on a supervised trip, visit or timetabled off-campus activity e.g. sports lessons at Charteris Sports Centre. School Administrators maintain this list.

f.iv. Students: all grades entry and exit into school buildings requirements

Apart from Grades 11 and 12, all students are required to tap out and in every time they enter and leave the respective sites during days and times as follows:

- **Grade 6** five days a week during lunch only
- **Grade 7** two days a week during lunch only: Tuesday and Thursday
- **Grade 8** three days a week during lunch only: Monday, Wednesday, Friday
- **Grade 9** four days a week during lunch only: Monday, Wednesday, Thursday Friday and class changes between the three sites
- **Grade 10** five days a week during free periods, lunch and class changes between the three sites
- **Grade 11-12** five days a week during break, lunch and free periods

These digital registers are accessible by the office staff at each site.

Written registers are kept in the school office for exit and entrance at other times, e.g., when leaving for medical appointments during lesson time.

Further Details

Entry and Exit logistics: all sites

Turnstiles have been fitted to provide additional checks on entry to the building. All staff and students must use their ID cards to pass through the turnstiles; if they do not have their card, they report to the office where they are given a temporary pass against which their name is recorded.

- All staff and students are expected to wear their lanyard with ID card affixed. Frequent reminders are issued to staff and students to observe this requirement. Temporary cards are available at the office.
- Should an ID card be lost, it is to be reported immediately to the school administrators, who cancel the lost card and issue a replacement.
- At Cleveland Street, a set of secondary doors controlled by ID cards limits access beyond the turnstiles.

f.v. Portland Place campus

Staff Entrance: 63 Portland Place W1B 1QR

- Current practice includes a SALTO card reader; staff and students have separate entrances.
- All staff must tap in/out when leaving using their ID cards.

Student Entrance: 65 Portland Place W1B 1QR

- Current practice includes a SALTO card reader; staff and students have separate entrances.
- Student access is operational from 08.20-17.00.
- **Grades 6-8** are not permitted off campus during morning break and are not required to move between sites, but are allowed off campus for some lunch times.
 - For lunch breaks Grades 6-9 sign in and out of Portland Place, which is overseen by secretarial staff in the main office or by third party providers such as Fit for Sport.
 - Supervision of Grade 6 off-campus weekly lunchtime period is offered by Fit for Sport personnel, who take Grade 6 registers prior to leaving campus and wear high-visibility vests. Students carry their ID cards (no photographs) and are aware that the supervisory personnel will patrol their allocated area of off-campus privilege
 - Supervision of other Grades is implemented by Fit for Sport personnel, who patrol the designated perimeters of the off-campus area for the duration of lunch
 - Guidelines are issued by the Pastoral Leadership Team for Grades 6-9 at Orientation sessions at the start of each academic year (and/or upon arrival for new joiners)

f.vi. Conway Street and Cleveland Street

Staff and Student Shared Entrance

- Conway Street and Cleveland Street sites have one main entry point to the building. Students and staff share the main door entry, via a card reader. Student Access times: The student cards are operational from 08.00 until 17.00
- **Grade 10** has lunch freedom and may have a number of scheduled free periods and with parent consent are allowed off campus
 - Students are required to sign in and out every time they leave and re-enter the building during lunch sessions
 - Free periods can be used for Library/study slots but due to space constraints there is a limited number of students who can opt to study in the Libraries during their free period/breaks.
- **Grades 11-12** have lunch freedom as well as a number of scheduled free periods and with parent written consent are allowed off campus
 - Guidelines are issued at Orientation sessions at the start of each academic year (and/or upon arrival for new joiners)
 - Study or free periods are open for a range of student uses and are offered to students in the spirit of trust (which can be reviewed student by student if the school's trust has been abused by the breaking of the off-campus code)
 - Study or free periods can also be used for Library/study slots but due to space constraints there are a limited number of students who could opt to study in the Libraries during their study or free period/breaks.

f.vii. **Staff and students transferring between the three sites**

Students in Grades 9 and 10 are required to follow a prescribed route when having to change classes between the two campuses. They must not stop in shops, and must avoid distractions that would cause lateness to class. Staff who travel between the two campuses are also required to walk along the same route as students as a means to monitor students' progress. Staff should note and report any students repeatedly failing to follow these procedures via iSAMS (Wellbeing Manager). A map detailing the prescribed route is issued to students and staff, posted in the staff room and displayed around the campus.

Grade 11 and 12 students do not need to follow the designated route, but they should not travel alone and must cross the road at a pedestrian crossing or traffic light.

f.viii. **Off Campus privileges and prescribed route between the three sites**

The guidelines for staff in monitoring students behaviour should be noted as per the stated student code of conduct (see below). Staff will deal with single infringements on the spot or via Advisory and report repeated failures via iSAMS (Wellbeing Manager).

It is the responsibility of all staff to monitor and safeguard students when travelling back and forth on the designated routes between the three sites. SLT members also perform spot checks and monitoring.

Student Code of Conduct for transferring between the three sites and off campus privileges states the students must:

- Tap out/in

- Remain within the boundaries as defined on the maps issued to students (Grade 6 to 10)
- Only use zebra or traffic-light controlled road crossings
- Not loiter or litter anywhere
- Not enter pubs or gambling establishments
- Display good manners, behaviour and consideration towards the public and one another at all times
- Exercise safety/security procedures as defined by the Pastoral Leadership Team at the start of the school year or at any new intake date
- Enter the relevant school office telephone number into their mobiles.
- Report directly to their next scheduled class without stopping

f.ix Staff and students prescribed route between campuses (via Great Portland Street Station)

The prescribed routes between sites must be adhered to by all Grade 6 to 10 students, and staff should routinely monitor this.

f.x Consequences

Consequences will be applied by the Heads of Schools to students who fail to observe and follow procedures in the code of conduct, in consultation with Advisors and Grade Leaders. Emphasis will be on establishing personal responsibility to follow procedures that promote safe conduct.

b. Sports activities

The same general principles of care apply during all PE sessions as to other school activities. It is very important that the teacher should consider factors such as:

- Safety of apparatus and equipment to be used
- Condition of the flooring
- Suitability of student clothing
- The suitability of the activities for the ability and age-range of the students
- The teacher's level of competence related to any activity

Please follow the procedures listed below:

- Staff should wear appropriate clothing
- Students should not be allowed to wear watches or jewellery during PE activities
- Ear-studs should be taped over
- If valuables are handed to the member of staff for safe-keeping, the school accepts no responsibility for them
- Students should not be allowed into a venue before the start of the session without direct supervision
- Students should not handle PE equipment without direct supervision

Students not taking part in a PE session should either accompany the PE class or will be assigned to a supervised library study session.

Southbank makes use of various sports facilities including its own site: Charteris Sports Centre. This is located off-campus, at 24-30 Charteris Road, London NW6 7ET

All students using external facilities for curricular and extracurricular activities are accompanied to and from the site, via coach service, by the PE teaching staff. A register of attendance is taken before leaving the school site, upon arrival at the sports facility, on leaving the sports facility and once the party has returned to the school.

c. Practical on-campus activities

Teachers of practical subjects: Art, Science and Design will consider the organisation of the students involved in practical activities. Consideration is given to the number of students who can be suitably supervised when organising practical activities. Teachers will take all necessary precautions to include, where appropriate:

10. Use of masks and goggles
11. Training in the use of tools and other equipment
12. Training in the carrying of glass and sharp objects
13. Training in the carrying of hot substances

In addition, the following guidelines will be followed:

- Students should be closely supervised when using sharp equipment
- All equipment should be accounted for at the end of the activity, stored in a safe place and regularly maintained/replaced when necessary
- Students should not have access to craft-knives or other sharp tools/blades
- Teachers should ensure that students are trained in the correct use of tools

Suitable safety information should be available for students eg posters on display in practical settings such as the laboratory and written guidelines issued.

14. Supervision Duties

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.

All classes will be supervised by the relevant teacher/staff member and in certain subjects, for example food, art and science; the teacher may be supported by a technician.

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.

15. Supervision during PE Lessons, including Changing Arrangements

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 pupil 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.

16. Medical Support

There is a qualified welfare officer on duty from 0830 to 1730 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 First Aid Officer at each site.

17. Supervision in Remote Locations

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

18. Lost or Missing Children

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

- If a teacher suspects that a child is missing from a lesson or activity, they will contact the Deputy Principal or Principal and school office immediately.
- All remaining children will be kept safe in a secure place with adequate adult supervision, including assistance from other school staff if necessary.
- A full headcount will be taken by the teacher-in-charge and matched against the register; usually the class teacher or nominated person.
- A senior member of staff will make a thorough search of the building and/or site and immediate surroundings including storage areas and toilets. If something is discovered, the SLT member must be immediately informed.
- The following list held digitally in the school office will be checked: attendance register and other school clubs.
- If the child 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 Director of Education (Cognita Principal Office), including incidents where a child is found wandering or at risk of being lost or missing.
- The designated safeguarding officer in school will be notified immediately and they will ensure that the parents have been informed by the responsible teacher. The Principal, or Deputy Principal in the absence of the Principal, will decide at which point the police will be called.
- All relevant emergency contacts for children will be used to inform parent/carer(s) accordingly. However, until such time as the child is safely returned to the care of the parent/carer(s), the Principal remains responsible for the care and welfare of the child, including off-site.

- A thorough search of the premises should continue until the child is found. CCTV will be used as part of the search.

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

- If a teacher suspects that a child is missing from a lesson or activity, they will alert other staff who will start a search. The Trip Leader will assume overall lead.
- All remaining children will be kept safe in a secure place with adequate adult supervision, including assistance from other school staff if necessary.
- A full headcount will be taken by the staff member designated by the Trip Leader and matched against the register; usually the class teacher or nominated person.
- The Principal or Deputy Principal and school office will be contacted as soon as possible
- The Trip Leader will organise a thorough search of the site and immediate surroundings including storage areas and toilets. A thorough check of exits will be made; reasonable efforts will be made to secure exits. Doors are secured and the risk of a pupil leaving the site is minimised. If something is discovered, the Trip Leader must be immediately informed.
- If the child 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 Director of Education (Cognita Principal Office), including where a child is found wandering or at risk of being lost or missing.
- The school office will ensure that the parents are informed by the Principal, or SLT member in the Principal's absence.
- The Principal, or Trip Leader in the absence of the Principal, will decide at which point the police will be called.
- All relevant emergency contacts for children will be used to inform parent/carer(s) accordingly. However, until such time as the child is safely returned to the care of the parent/carer(s), the Principal remains responsible for the care and welfare of the child, including off-site.
- A thorough search of the premises should continue until the child is found. CCTV will be used as part of the search if available

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