

Pupil Supervision and Lost & Missing Children Policy

Southbank Kensington

2026

1. Introduction

- 1.1. Southbank takes seriously its responsibility to ensure that students 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.
- 1.2. This policy applies to all children, including those in the early years

2. Working Day

- 2.1. The school day is as follows:

Age range	Timings
EC3 (Part Time)	0820-1200
EC3/4 (Full Time)	0820-1515
K-Grade 2	0820-1515
Grade 3- Grade 5	0820-1520

Start of Day Arrangements

- 2.2. When students arrive at school, they are expected to proceed to the garden where they will be supervised by two staff members.
- 2.3. Before school, the following supervision arrangements are in place: proceed to the garden where they will be supervised by two staff members
- 2.4. Students arriving by bus are expected to proceed to the garden where they will be supervised by two staff members.

3. Break Time Arrangements

- 3.1. During break, the following arrangements are in place; students go to break with their grade into the garden where they are supervised by an adult.

When it is Wet Play- staff are expected to supervise the children in a grade classroom where appropriate activities are carried out.

4. Lunch Time Arrangements

- 4.1. During lunch and breaks, staff are expected to follow break duty rotas.
- 4.2. There are a minimum of two members of staff on duty at all times when students are timetabled for breaks. At least two members of staff will be on duty at all times when students are eating lunch. When on duty, staff members are expected to:

- Be on time
- Be pro-active – intervene before a game becomes too rowdy
- Consistently enforce the codes of conduct
- Be mobile – move to different areas to supervise, away from the colleague on duty
- Ensure the students are lined up quietly and ready to return to class in good time.
- Follow the reporting processes as outlined in the Southbank Safeguarding and Behaviour policies

When it is Wet Play- staff are expected to supervise the children in a grade classroom where appropriate activities are carried out.

5. End of School Day Arrangements

- 5.1. students are expected to leave the premises by 1530 unless they are attending an after-school activity. No students may be in any other area of the school site unless under the direct supervision of an authorised adult. students are dismissed by their parent or carer after being dismissed by their classroom teacher.
- 5.2. Students travelling by bus are expected to gather in the assigned areas, and will be supervised by staff who will then accompany them to the buses. Our chaperones ensure that students seat belts are on, and that they are behaving in a safe manner.
- 5.3. Schools will support any court orders in place, in relation to collection of students and contact arrangements. Should a parent/carers 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/carers and request they collect their child. Should a parent/carers, who is not due to collect their child arrive at the school with the aim of collection, then the parent/carers will be advised to make agreed arrangements. This communication will take place off site (see Safeguarding and Child Protection Policy).

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

- 6.1. If a pupil is not collected from school by 1530, they should be walked to the school office by their teacher who will call their contacts on ISAMS.
- 6.2. The following procedures will be followed when a pupil is not collected: 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 e.g. via another parent; if no contact is made then the will follow our safeguarding procedures.

7. After School Activities

- 7.1. When attending an after-school activity, students are supervised by authorised adults. The adult facilitating the after-school activity is responsible for taking a register at the activity. If a student is not registered then a check is made with our school admin for further information about the student's whereabouts

- 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 following procedure will be followed when a pupil is not collected by their parents/carers at the end of the After School Activity: 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 e.g. via another parent; if no contact is made then the will follow our safeguarding procedures.

8. Sporting Fixtures

- 8.1. PE staff supervise students when at fixtures- there will be 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.
- 8.2. Parents/carers 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/carer supervised.
- 8.4. The following procedure will be followed when a pupil is not collected from a sporting fixture: 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 e.g. via another parent; if no contact is made then the will follow our safeguarding procedures.

9. Travel to and from School on Buses

- 9.1. Parents/carers are responsible for ensuring that their child (ren) travel safely to and from school. Students 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 students will be on site for the entire day unless they have specific permission to leave.

11. Supervision Duties

- 11.1. 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.
- 11.2. 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.
- 11.3. students 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 students have left before leaving the room themselves.

12. Supervision during PE Lessons, including Changing Arrangements

- 12.1. PE lessons are supervised by members of the teaching staff. When older students 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.

13. Medical Support

- 13.1. There is a qualified welfare officer on duty from 0730 to 1715 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 front school office.

14. Supervision in Remote Locations

- 14.1. Some potentially dangerous areas of the school are out of bounds to unsupervised students. These include maintenance, catering and caretaking areas of the school.
- 14.2.
For Educational Visits – please see Educational Visits policy

15. Lost or Missing Children

15.1. In the instance that a pupil 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, a full headcount will immediately be taken by the teacher-in-charge (usually the class teacher or nominated person) and matched against the register.
- If it is confirmed that a child is missing, the teacher will contact the school office immediately to report the details and then ensure remaining children are kept safe in a secure place with adequate adult supervision, including assistance from other school staff if necessary.
- The school office will immediately inform the Deputy Principal or Principal and the DSL who will direct, or nominate a senior staff member to direct, the subsequent search

The following lists available to the school office will be checked to determine if the student's absence was expected

- attendance registers
- school club's register
- trips registers
- peripatetic lessons (music, language, etc)
- As directed by a senior member of staff, a thorough search of the building and/or site and immediate surroundings including storage areas and toilets is conducted. A thorough check of exits will be made; reasonable efforts will be made to secure exits. Doors are secured and the risk of a student leaving the site is minimised. The senior staff member directing the search must be immediately informed if anything that may be relevant is discovered during the search.
- If the child is not found after this initial search, which should usually take no longer than 10 minutes from the initial report of a missing child, the school office will inform the Director of Education (Cognita Principal Office)
- The senior staff member directing the search will ensure that the parents have been informed by the responsible teacher. The Principal or, in the absence of the Principal, the DSL or Deputy 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 overseeing measures required to ensure the welfare of the child, including off-site.

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

A missing child must be treated as a safeguarding emergency. There is **no requirement to wait** before contacting the police.

Confirm the child is missing

- Stop the activity immediately.
- Conduct a headcount and check the register.
- Confirm when and where the child was last seen.
- Ask staff and children calmly whether they know the child's location.
- Check toilets, nearby rooms, transport and other obvious locations without delaying escalation.

Protect the other children

- Keep the group together in a safe, supervised location.
- Maintain the required adult-to-child supervision.
- Do not send children to search.
- One adult should coordinate the response while other staff continue supervising the group.

Alert the venue

- Notify the venue's designated contact or security team immediately.
- Ask for exits to be monitored where possible.
- Provide the child's name, age, description, clothing, photograph and last-known location.
- Agree which areas venue staff and school staff will check to avoid duplication.

Contact the police

Call **999 immediately** if the child:

- Is young, vulnerable or has additional needs
- May be near traffic, water, railway lines or another immediate hazard
- May have been taken by another person
- Has a medical condition
- Cannot be found following the immediate initial checks

Otherwise, contact police promptly on **999 or 101 as advised by the circumstances**. For a missing five-year-old, I would call **999 without delay**.

Notify the school

The visit leader must contact the Principal/designated school emergency contact and provide:

- The child's details
- Time and place last seen
- Searches already completed

- Whether police and venue security have been contacted
- A contact number for the visit leader

Contact the parents

The Principal, visit leader or nominated senior member of staff should inform the parents promptly. Agree who will maintain communication with them so that information is consistent. Parents should not first learn about the incident indirectly.

Continue the coordinated search

- Follow police and venue instructions.
- Staff must not leave other children inadequately supervised.
- Keep one adult at the last-known location where appropriate.
- Record times, locations searched, calls made, decisions and information received.
- Do not post information on social media or communicate with the press.

When the child is found

- Check the child's immediate physical and emotional welfare.
- Arrange first aid or medical attention if required.
- Notify the police, parents, school and venue immediately.
- Reassure the child and avoid blame or intensive questioning.
- A suitable adult should record the child's account using their own words.
- Decide, with the school and parents, whether the child or group should continue the visit.

After the incident

- Complete the school's incident and safeguarding records.
- Inform the DSL and health-and-safety lead.
- Preserve registers, written notes and relevant communications.
- Consider whether reporting to the local authority, regulator, insurer or RIDDOR is required.
- Review the risk assessment, supervision arrangements and control measures.
- Provide appropriate support to the child, family, students and staff.

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