



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

## **Southbank International School**

### **1. Introduction**

- 1.1 Southbank International School takes seriously its responsibility to ensure that students are supervised properly at all times to ensure their safety while on school premises or on out of school visits. Staff who supervise are mindful of our Safeguarding and Child Protection Policy, Anti Bullying Policy 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 varies across ages and campuses but is generally between 0800 to 1730, including extracurricular activities.

### **3. Start of Day Arrangements**

- 3.1 Students arriving before the start of the school day in primary campuses are required to be supervised by parents/carers. Students arriving before the start of the school day at the secondary campus will not be admitted before 0800 (Conway and Cleveland Sts) or 0820 (Portland Place) unless arrangements have been made to meet a teacher, or for a peripatetic music or language lesson, for example. Students are to remain under the supervision of staff until the school day starts.
- 3.2 Students arriving by bus are expected to proceed to class or to be supervised in the playground once the school doors are open. On the secondary campus, they proceed to their Advisory rooms.

### **4. Break and Lunch Time Arrangements**

- 4.1 Primary campuses:
  - 4.1.1 During lunch and breaks, staff are expected to follow break duty rotas.
  - 4.1.2 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.
- 4.2 Secondary campus:
  - 4.2.1 The duty rota sets out where staff are to supervise during lunch and transition times.
  - 4.2.2 Staff on duty monitor behaviour according to the code of conduct and behaviour policy, and direct students accordingly to ensure the campus is orderly, tidy, and a pleasant environment for all.
  - 4.2.3 G6-9 students with off-campus privileges during lunchtime are supervised by Fit for Sport under the direction of the Head of Lower Seniors
  - 4.2.4 G10-12 students are not directly supervised off campus at lunchtime but are bound by the code of conduct and staff will intervene when necessary. We

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maintain good relationships with the local community and encourage them to report any concerns to the school.

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

- 5.1 Students are expected to leave the premises at the end of lessons 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.
- 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.

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

- 6.1 If a student is not collected from school:
  - 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
- 6.2 Staff will not allow the child to leave school with anyone other than those specified by parents

### **7. After School Activities**

- 7.1 When attending an after-school activity, students are supervised by authorised adults. The adult is responsible for taking a register at the activity.
- 7.2 No student should leave without the authorisation of the adult leading the activity and in accordance with dismissal arrangements made with parental consent.
  - 7.2.1 The following procedure will be followed when a student is not collected, if required by dismissal consent:
    - 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
- 7.3 Staff will not allow the child to leave school with anyone other than those specified by parents

### **8. Sporting Fixtures**

- 8.1 PE staff supervise students when at fixtures.
- 8.2 Parents are always informed of the finish times.
- 8.3 No student should leave without the authorisation of the adult leading the activity and in accordance with dismissal arrangements made with parental consent.
  - 8.3.1 The following procedure will be followed when a student is not collected, if required by dismissal consent:
    - 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
- 8.4 Staff will not allow the child to leave school with anyone other than those specified by parents

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

- 9.1 Parents are responsible for ensuring that their children travel safely to and from school. Whilst students are not supervised by school staff when travelling on buses, primary school students are accompanied by chaperones. All students are expected to behave responsibly and to follow the driver's instructions. This includes wearing a seat belt at all times.
- 9.2 The Principal reserves the right to prohibit a specific student from travelling on school sponsored transport if their behaviour does not meet the required standard.

### **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. Students in G6-9 need parental approval to leave campus during lunchtime in keeping with off-campus privileges.

### **11. Class Supervision Duties**

- 11.1 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.
- 11.2 Some classes may require supervision by a suitable-qualified member of staff or supply teacher. Arrangements for cover are usually made by the school office or, if arranged between members of staff, these arrangements should be shared with the school office.

### **12. Supervision during PE Lessons, including Changing Arrangements**

- 12.1 PE lessons are supervised by members of the teaching staff or by other staff authorised by the school to undertake supervision under the direction of a member of the teaching staff. When students are changing or showering, teachers must be mindful of both their responsibility for appropriate supervision and the need for a student's privacy, with due regard for the Safeguarding and Child Protection Policy.

- 12.2 Staff will only enter the changing facilities where they believe not to do so may place 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.

### **13. Medical Support**

- 13.1 There is at least one qualified first aid trained staff member at school every day and on every trip. They are available to administer first aid, to help if someone is ill or injured, and to deal with any accidents or emergencies. A student who feels unwell during the day should report to the 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 science laboratories and the grounds, maintenance, catering and caretaking areas of the school.

### 15. Lost or Missing Children including on trips

- 15.1 In the instance that a child is lost or missing whilst on the school site we will follow the following procedure:
- 15.1.1 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.
  - 15.1.2 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.
  - 15.1.3 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
  - 15.1.4 The following lists available to the school office will be checked to determine if the student's absence was expected
    - attendance register
    - school clubs register
    - trips registers
    - peripatetic lessons (music, language, etc)
  - 15.1.5 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.
  - 15.1.6 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)
  - 15.1.7 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.
  - 15.1.8 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.

### 16. Where a child is found wandering or at risk of being lost or missing including on trips

- 16.1 In the instance that a child is found wandering or is at risk of being lost or missing on the school site:
- 16.1.1 The school office will immediately inform the Principal and the DSL
  - 16.1.2 The Principal or DSL or a nominated senior member of staff will:
    - Immediately ensure the child is kept safe
    - Inform parents of the incident and arrange for subsequent action such as collecting the child from the school and discussing the child's return to the school site
    - Investigate how the child was able to wander/ was at risk of being missing and resolve any risks of recurrence as far as possible
- 16.2 Where a child is identified as wandering or at risk of being lost or missing on a trip, the same process will apply while the teacher in charge of the trip ensures that all children are kept safe in a secure place with adequate supervision until informed of the next steps by the Principal, DSL or nominated senior member of staff. This may be that the child is collected from the trip location by parents / carers.

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