



Supervision and Missing Child Policy

ISSR. Ref

Date of next review: _____ November 2024 _____

Signed: _____ Ed Currie _____ Date:
_____ 28.10.23 _____

Printed: _____

Chair of Governors

Signed: _____ Andrew Rudkin _____ Date: 28.10.23

Printed: _____ Andrew Rudkin _____

(HEAD TEACHER)

LAST REVIEWED: October 2023

Policy Statement

This is a whole school policy.

Lyndhurst School 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 Policy, Anti Bullying Strategy and our Health and Safety Policy.

This policy has been written with reference to the DfE guidance Keeping Children Safe in Education (September 2016) and Statutory Framework for the Early Years Foundation Stage (2014).

Associated Policies and Documents

- Lyndhurst School Anti Bullying Strategy
- Lyndhurst School Health and Safety Policy
- Lyndhurst School Safeguarding Policy
- Lyndhurst School Educational Visits Policy
- Early Years Staying Safe



Part 1: Supervision

The school is open from 8.00am to 6.00pm. At least one member of SLT is on site during these hours. If there are exceptional circumstances where no member of SLT is not on site, then a member of senior teaching staff will take on a lead role.

Outside of the formal school day (from 4.00 – 6.00) a member of SLT is always on duty.

Start of Day Arrangements

The School is open from 8.00am. Before School Care operates from 8.00am. to 8.30am. Early Years

Children in Early Years can arrive (from 8.00am.) at the Early Years building where they are supervised by Early Years staff until the formal beginning of school at 8.30am. The children are registered as they arrive by the class teacher.

Pre-Prep and Prep

Children in Years 1 to 6 who arrive between 8.00am. and 8.30am. are admitted through the Gate. The children are greeted by a senior member of staff and then they are supervised by staff on the playground until 8.30am. Thereafter all pupils go to their Form Rooms where they are supervised by their Form Teacher.

Morning and Afternoon Break Time Arrangements

During break, the following arrangements are in place:

Early Years

Early Years children taken their breaks in the Little Lyndhurst Garden. At least 2 Early Years staff always supervise the children.

Pre-Prep and Prep

Children in Pre-Prep and Prep have separate break times. The children are allowed to play on the astro-turf and in appropriate weather in the Headmaster's garden and woods. They are supervised on the astro-turf by two staff. The children are not allowed to use the top playground / adventure playground unless advised by staff on duty.

Lunch Time Arrangements

Early Years children come up to the main school by 12.00pm to have their lunch in the Sugden Room. EY children are supervised by 2 members of EY staff.

Children in Pre-Prep have their lunch at 12.00pm. They are supervised by a member of teaching staff.

Children in the Prep School have their lunch at 12.40pm. They are supervised by a member of teaching staff.



Lunch Break Arrangements

Early Years

Early Years children taken their breaks in the Little Lyndhurst Garden or school adventure playground. At least 2 Early Years staff supervise the children at all times.

Pre-Prep and Prep

Children in Pre-Prep and Prep have separate break times. The children are allowed to play on the astro-turf and in appropriate weather in the Headmaster's garden. They are supervised on the astro-turf by 2 members of staff.

End of School Day Arrangements

Early Years

Pupils are handed over to their parents at the end of their session (at 1.00pm for morning only and 4.30pm for afternoon sessions) by a member of Early Years staff. At this time, Early Years staff sign the children out of the premises, discuss any notes from the day. See After School Care (below) for arrangements for children staying beyond the end of their session

Reception: The school day ends at 3.15pm, children collected via the Early Years entrance. Children who are not leaving at 3.15 are supervised by a member of staff in the Early Years Building. See After School Care (below) for arrangements for children staying beyond the end of the formal school day.

Pre-Prep

The school day ends at 4pm. Children going home are picked up from the front gate at 4pm supervised by their Form teacher, who signs them out. See After School Care (below) for arrangements for children staying beyond the end of the formal school day.

Prep School

The school day ends at 4pm. Children going home are picked up from the front gate at 4.00pm supervised by the teacher on gate duty, who signs them out. See After School Care (below) for arrangements for children staying beyond the end of the formal school day.

Non-Collection Arrangements

If a pupil is not collected from school at the expected time but before 6.00pm, they join their cohort in Enrichment or After-School Care.

After-School Care

Early Years

Children in EY who are not going home at the end of the afternoon session are supervised by at least 2 members of Early Years Staff in the Early Years building until 4.50pm.

At 4.50pm, EY children are escorted to After School Care in the main building by Early Years staff, where they join the older children for snack and are supervised by the After-School Staff. The Early Years Staff sign the children in on the Gate Register and pass on any notes and advice for parents to the After-School Staff. At this point all children are collected via the front door of the school.



LYNDHURST SCHOOL

Supervision Policy

advice for parents to the After-School Staff. At this point all children are collected via the front door of the school.

Reception

Children in Reception who are staying after school are supervised by an Early Years Staff until 4:00pm

At 4:00pm the children are escorted to After School Care or Clubs in the main building by Early Years staff, where they join Pre-Prep children. The Early Years Staff sign the children in on the Gate Register and pass on any notes and advice for parents to the After-School Staff. At this point all children are collected via the front door of the school.

All children who are staying after school go to Enrichment Time, supervised by a Member of Teaching Staff.

After School Clubs

Children in Reception to Year 6 may attend after school clubs.

All children are escorted to their club by a member of staff and then after play time they are taken to snack by at least 2 members of staff.

Children in Year 1 – 6 are sent to their clubs by the Member of School Staff

When attending an after-school club, pupils are supervised by a member of staff or an approved club-taker.

The member of staff is responsible for ensuring that all children registered for the club are present.

No pupil should leave the club without the authorisation of the adult leading the activity.

Once the pupils have finished their club they are collected from the gate or go to play on the astro-turf, supervised by at least one member of staff.

Sporting Fixtures

PE staff supervise students when at home or away fixtures. Parents are informed via email of the anticipated finish times of any fixture. No pupil should leave without the authorisation of the adult leading the activity. If a parent wishes to collect from a fixture, they must inform the member of staff leading the activity.

Leaving the Site during the School Day

It is expected that all pupils will be on site for the entire day unless they have specific permission to leave and are signed out by a parent/carer.

Supervision Duties

All members of the staff are expected to take their share of supervisory duties. For more information on staff duties, please see the duty rota. All classes will be supervised by the relevant teacher/teaching assistant.



It is vital that Staff begin their duty promptly. Late arrival, after a comfort break and coffee collection, is not acceptable because incidents may occur at any time. The Duty Member of Staff is required to investigate any accidents that occur within their duty area and, when requested, complete an accident report form.

Staff must always patrol singly, never in pairs. Be aware of pupils behaving in a dangerous or silly fashion, as well as those alone who might be being teased or bullied.

Routine for a Wet Break

All children and staff will be advised by an SLT member when a wet break is necessary.

In the event of a 'wet' break pupils should report to their 'wet break' classroom where they will be supervised by the staff on duty.

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| Reception to Year 2 – Reception Classroom | Year 3 – 6 – Year 3/4 Classroom |
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Supervision during PE Lessons, including Changing Arrangements

PE lessons are supervised by members of the teaching staff. When pupils are changing , 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.

Medical Support

There is a qualified first aider on site from 8.00am to 6.00pm 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 tell the member of staff supervising them at the time. They will be sent, if necessary, to the School Office.

Supervision in Remote Locations

Some potentially dangerous areas of the school are out of bounds to unsupervised pupils.



Part 2: Missing Child

It should be noted that a missing child could potentially be at risk of abuse or neglect.

We are alert to that possibility and will notify all relevant authorities if it is deemed necessary.

Lyndhurst School pupils are registered at the beginning of the school day.

Registration is then taken again straight after lunch for all pupils.

Therefore, for the purpose of this policy, the term 'missing/lost child' refers to a pupil who is not present without either authorisation or explanation.

On occasions when a staff member identifies a pupil as missing from their expected location, immediate action is required as outlined in the procedures below:

Communications with parents and the appropriate services (particularly the police) are an integral part of the procedure and all instances of a lost/missing child must be reported to the Headmaster or a member of SLT and the appropriate investigations made.

A pupil is identified as missing when:

- absent at morning registration is not confirmed by a parent or guardian.
- registered at school but their whereabouts is not confirmed e.g. not present in a lesson when they are expected to be there.
- a fellow pupil reports a missing friend or classmate. Any member of staff discovering a discrepancy must immediately notify the School Office who will:
- Contact the relevant member of staff to find out if the absence is expected or to check if there have been any medical emergencies.
- Check all lists of events not on the School premises. In the event of a child going missing staff should stay as calm as possible and follow this procedure. Missing or Lost Child on school premises

Where a child is missing or lost the procedure is as follows:

1. Member of staff who becomes aware that a child is missing should ascertain when and where the child was last seen and immediately informs the School Office, who will inform a member of SLT.
2. The SLT member delegates a member of staff to ensure the safety of the remaining children with regard to appropriate supervision.
3. The SLT member organises a thorough search of the whole school premises, checking exits and possible hiding places.
4. When the child is found reassurance is given, and questions asked to ascertain how the incident occurred. A written account is made, and a review of procedures for supervision and safety is carried out. A copy of this is given to the SLT. The child's parents are informed.