

NP1.2 Supervision and Lost (Missing) Child Policy (including children missing education)

This policy applies to the whole school including EYFS at Newton Prep

Executive Summary

At Newton Prep the safety and wellbeing of our pupils is our highest priority. This policy describes how staff are deployed to ensure the proper supervision of pupils both on and off site. It includes details of procedures for lost (missing) and uncollected children and our responsibilities in relation to registration of pupils and reporting children missing education.

This policy is written with reference to the following guidance:

- [Working Together to Improve School Attendance](#)
- [Statutory guidance: Regulated Activity \(children\) - supervision of activity with children which is regulated activity when unsupervised' \(DfE 2013\)](#)
- [Children Missing Education: statutory guidance for local authorities' \(September 2016\)](#)

This policy should also be read in conjunction with the following policies:

Safeguarding and Child Protection Policy

Educational Trips and Visits Policy

Health and Safety Policy

Security, Access Control, Workplace Safety and Lone Working Policy

Academic Staff Handbook

Employment Manual (including Staff Code of Conduct)

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General Supervision

Safety is always the first priority.

All staff have a duty of care towards pupils at all times, even when not in an official supervisory position, e.g. on playground duty, on gate duty or when teaching. This means that staff must ensure that pupils are being cared for and supervised to keep them safe.

All new members of the teaching staff receive a thorough induction into the School's expectations of the appropriate levels of pupil supervision. Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside normal lesson times, and is available in the Academic Staff Handbook. Further information is contained in the School's Induction Policy NP12.1 .

Pupils are not given supervisory responsibility for other pupils without adult supervision. Neither regular nor occasional volunteers are given unsupervised responsibility for pupils. Volunteers must always work within sight and hearing of a member of Newton Prep teaching staff.

Contractors and visitors are not allowed unsupervised access around the school.

Where senior pupils (usually House Captains or Prefects) have supervisory responsibilities for younger pupils, there will always be a member of staff readily available and in overall charge.

Pupils' Arrival and Dismissal

Lower School

Pupils in Lower School may arrive at school from 8.00am. When arriving before 8.30am pupils should be taken to the following locations where the duty of care should be handed over to the teacher or teaching assistant. Nursery children - Nursery classrooms; Reception children - Front playground; and Year 1 & 2 children - All Weather Pitch (AWP).

Pupils in EYFS are never unsupervised during the school day. At the end of each day the Lower School children are dismissed by a member of staff (usually their teacher or teaching assistant) back to the care of an adult from the classroom for children in EYFS (Nursery and Reception), from the Lower School Hall for Year 1, and from the Upper School Courtyard for Year 2. Any adult collecting a child from an after-school activity, or from the Late Room, will be expected to sign the child out under the supervision of a member of staff.

Children in Nursery should be collected by 4.00pm (the school day ends at 3.30pm). We do not offer after school activities for Nursery pupils. We offer a limited number of activities beyond these times including Late Room for Reception to Year 2 pupils, which is staffed by two members of staff until 4.30pm and by usually one adult from 4.30pm to 5.15pm (when appropriate ratios for EYFS are maintained).

Children are only released to the adult expected and known to the School. The School will never release a child to an unexpected adult (even if it is someone known to the School such as another parent). The School ensures that EYFS children do not leave the premises unsupervised. The School

takes all reasonable steps to prevent unauthorised persons entering the premises, and has an agreed procedure for checking the identity of visitors.

Parents are informed of staff deployment at our Welcome Evening and Curriculum Meeting at the start of the academic year. When relevant and practical, parents and/or carers can be involved in these decisions.

Upper School

Pupils in Upper School may arrive at school from 8.00am, and wait independently on the AWP under the supervision of staff members.

Upper School pupils are dismissed at 4:00pm by their form teachers. Pupils in Years 3, 4 & 5 are required to sign out in person when their designated adult arrives. Pupils in Years 6, 7 & 8 should also sign out in person unless they are on the 'Home Alone' register.

Upper School Pupils are dismissed by relevant year group teaching staff from the following locations:

Year 3 - AWP

Year 4 - Upper School Courtyard

Years 5 & 6 - Apple Courtyard

Years 7 & 8 - Havelock Terrace gate

Those staying for an after school club are dismissed from the Apple Courtyard, at 5.15pm unless otherwise stated. Parents are expected to wait outside the building for pick-up. Details of all collection points for clubs are shared with parents at the start of each term and are displayed on posters in the main reception. Pupils are expected to go home by 5.15pm unless they are staying late for a school function. Pupils not collected within 10 minutes after the end of their club are escorted to the main reception and the nominated member of SLT is notified.

Pupils are not allowed on site without supervision. At least two members of the teaching staff are always present on duty in order to supervise pupils whenever they are in the school outside normal school hours. If the pupils are remaining for an after-school event or arrive before the official opening time for sports activities, it is the duty of the member of staff responsible for them to supervise them and register them. All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties, as well as early supervision duties.

Arrangements are made to ensure pupils are supervised during play and concert rehearsals, or other events that bring small groups into school out of hours. Members of the PE Department supervise pupils at both home and away matches. If there is a late return from a match after school has closed, it is the responsibility of the members of staff taking them to remain with the pupils until they are all picked up. It is also the member of staff's responsibility to alert a member of SLT of any delay, to allow parents to be contacted and an ETA advised.

Home Alone

Only pupils who have received permission may travel to and from school 'Home Alone'. This only applies to pupils in Years 6-8 (and in certain circumstances Year 5). Parents wishing for their child to be added to the Home Alone register must fill in a Home Alone request [form](#). Those children added

to the Home Alone register will then receive a safety briefing from the DH6-8 before being allowed to travel to and/or from school alone.

Home Alone children must sign out using one of the designated school iPads and must use an agreed method and route of transport. They are advised to have a mobile phone which must be turned on whilst they are travelling so that they can be contacted by parents or by the school if they are delayed or in case of any incident. Their number is shared by parents with the school as part of the signing up process. . Parents are responsible for ensuring that their children travel safely to and from school. We always investigate complaints about poor behaviour.

Uncollected Child

The School has an obligation to stay with any uncollected child at the end of the day, until that child is collected.

The School must not release the child to an unauthorised person, even if the collection is late, unless an authorised person telephones to state that a different person will be collecting the child. The authorised person should give the name and address and a physical description of the different person and the teacher in charge should check this description (and ID) before permitting the child to leave.

If a child is not collected by 4.00pm in Nursery or by 5.15pm in Reception to Year 8, the child's parents will be contacted. If there is no answer, they will contact all other adults named on the emergency contact list. At Newton Prep we ask parents for the details of a minimum of two emergency contacts for each pupil. After 5.45pm, the member of SLT on duty is alerted and remains with the pupil until collected. If the school is unable to contact an authorised adult to collect the child by 7.00pm Social Services **may** be contacted and they may have to accommodate the child for the night.

Registration

The School's admission and attendance register is maintained in accordance with the Education (Pupil Registration) (England) Regulations 2006. The systems in place support staff in fulfilling their obligations and the Senior Leadership monitor attendance.

We take an electronic register of all pupils at the start of the morning and afternoon sessions. Those attending choirs or ensembles before school are registered live on 3sys before 8.30am. From 8.30am, pupils late to school enter through the main reception where they are signed in by a member of the admin team. By 9.00am the School Office staff will have checked the Late List and messages left on the Absence Line and amend class registers on 3Sys as necessary. School Office staff make checks with teachers to establish the whereabouts of any pupils who are not registered. Parents are responsible for notifying the school if their child is absent for any reason. The School will always contact the parent if a child fails to arrive at school without explanation.

The register indicates presence, absence, approved educational activity, exceptional circumstances, authorised absences and unauthorised absences.

Records of admission and attendance are kept for at least three years. The Data Manager produces monthly attendance reports and sends these to the Designated Safeguarding Leads (DSLs), Wendy

Smith and Peter Archdale, and the Deputy Head (Years 6-8) to help monitor absence and support pupils.

Parents are regularly encouraged to inform us of any changes of address and contact details whenever they occur. When a parent notifies us that a pupil will live at another address, we are required to record in the Admission Register: the full name of the parent with whom the pupil will live, the new address and the date from when it is expected the pupil will live at this address.

When the School is notified that a pupil is to be registered at another school in future, this will be recorded in the Admission Register with the name of the new school and the date from when the pupil first attended or is due to start attending that school.

When a child goes missing from education on repeat occasions, the Local Education Authority will be informed and it will also be treated as a Safeguarding referral to the relevant child's borough Multi-Agency Safeguarding Hub. This referral will be made by the Head or a DSL. The School monitors attendance closely and addresses poor or irregular attendance. Poor attendance will be referred to the local authority. DfE advice about wider attendance issues can be found in [Working together to improve school attendance \(2022\)](#)

Supervision During the School Day

During the school day, pupils are supervised by teachers and assistants. Most lessons are taught by qualified teachers and in the EYFS, Year 1 and Year 2 each class is supported by a teaching assistant. In Years 3 and 4, there are two teaching assistants between four classes.

Teaching assistants support children with their learning. In the Lower School (Nursery to Year 2) Assistants take children to specialist lessons, and stay with them during these lessons (e.g. PE, Music, Ballet, French). No EYFS pupil is allowed to walk around the school unsupervised/unaccompanied, except when using the bathroom. All Year 1 and most Year 2 pupils must travel in pairs or be supervised by an adult, depending on the age and stage of the child.

Pupils in Years 3 and 4 are supervised walking to their next lesson by the teacher who has just taught them. Year 5-8 pupils can be given the freedom to walk to specialist classrooms between lessons independently. All children are supervised by staff (on a rota) for all breaks and lunchtimes.

Lost (Missing) Child

In the event of a child being lost in the school grounds, the following action should be taken:

Alert the relevant Deputy Head or, in their absence, another member of the SLT who will make enquiries of relevant members of staff as to when the child was last seen and where. They will also inform the Head.

After ensuring that the remaining children are sufficiently supervised and secure, one or preferably more members of staff should search the building and immediate vicinity - reporting back to the relevant Deputy Head or member of SLT.

If the child cannot be found within fifteen minutes the relevant Deputy Head / Head will telephone the child's parent(s) and the police.

Staff will continue to search for the child, widening the area, and keeping in touch using mobile phones or walkie talkies.

When the situation has been resolved, members of staff should review the reasons for it happening and ensure that measures are taken to ensure that it does not happen again.

Supervision During Educational Visits

The arrangements for the supervision of pupils during educational visits and trips out of school are described in our Educational Trips and Visits policy. Necessary considerations are made for safety, for example, arrangements for crossing roads, or for increased supervision in areas accessible to the public. Records are kept about vehicles in which children are transported, including insurance details and a list of named drivers.

Lower School pupils (including EYFS pupils) only travel on school outings by private coach with school teachers and teaching assistants or they walk if the trip is local to the school. The school uses regular coach companies and maintains the relevant documentation (such as insurance, driver and coach details) relevant to the companies used. For school trips, Upper School pupils will travel by private coach, by walking or by public transport, depending on the age of the pupil and the location of the trip. Staff ratios always reflect the nature and length of the trip. All trips are risk assessed.

Legal ratios are always maintained on school trips (see Educational Trips and Visits policy). A Paediatric First Aider always accompanies school trips, and is present on the coach, for EYFS pupils.

Unsupervised Access by Pupils

Pupils are not allowed to use scientific, gymnastic, athletic, climbing or IT equipment without supervision. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified instructors.

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the science laboratories. Doors to these areas are kept locked at all times when not in use. All chemicals and flammables are kept securely locked in appropriate storage facilities.

Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school. Clear signs are displayed.

EYFS Supervision

Risk assessment is integral to our supervision and takes account of the particular needs and vulnerabilities of children in the EYFS. Safety is the first priority.

We have a number of risk assessments which are regularly updated (at least annually), to reflect the care that we have taken regarding the supervision of pupils in our care. We have a range of risk assessments that include those for children moving around the school, using the garden and playgrounds and the classrooms. . In addition to this, staff assess risk every time they undertake an activity. When they take children out to play, they assess the condition of the equipment, the

weather and the learning environment. When they do an activity in the classroom they assess the risk e.g. using scissors to cut paper or knives to cut fruit for a fruit salad.

We always maintain at least the minimum legal adult:child ratios in our Nursery and Reception classes. Both the Head of Nursery and the Head of Reception hold a level 6 qualification, as does the DHLS.

Supervision Meetings for EYFS Staff

In addition to regular staff appraisals and other opportunities for staff training, supervision meetings are held to enable staff to discuss current issues and identify solutions as well as receive coaching to improve their personal effectiveness. Supervision meetings are held between the Deputy Head - Lower School [DHLS] and each staff member, including teaching assistants, in order to support their roles. The frequency of meetings is sometimes determined by the needs of the families and the staff member supporting them.

Break and Lunchtimes

At lunchtime children eat lunch in the dining room. Children from Reception to Year 4 eat with their teacher and/or their teaching assistants. Children in Nursery who stay for the whole day eat lunch with their teacher in the Lower School Hall. During playtimes one member of staff is always assigned to supervise the Lower School toilets so that pupils are always within sight or hearing of a member of staff. Lower School toilets are designed to offer pupils privacy but hand basins are visible from outside the door so that staff can support hand-washing. EYFS children are usually within sight **and** hearing, and are always within sight **or** hearing. At playtimes, one member of Lower School staff stands near the lavatories to be within hearing distance at all times.

Supervision Ratios

Our staff:child ratios always meet the statutory requirements. Only those staff who are aged 17 or over are included in ratios.

Lower School - In Nursery, we maintain ratios of 1:13 where at least one member of staff holds a suitable level 6 qualification and at least one other member of staff holds a level 3 qualification. In Reception, we maintain a 1:30 ratio where at least one member of staff holds a level 6 qualification. At playtimes, when all EYFS pupils share the playground space, the staff:child ratio of 1:30 is maintained in line with statutory guidance for children aged three and over **where the majority of pupils are five or over** or will be within the school year. For children in Year 1 and Year 2, ratios are sufficient to provide adequate supervision.

Upper School - For pupils in Upper School, ratios are organised according to where the children are. At morning break, between four and six members of staff patrol the All Weather Pitch and one member of staff supervises the Sports Hall. The librarian also supervises the pupils using the library at this time. At first lunch (Years 3 and 4) whilst pupils are having their lunch, three members of staff supervise the remaining pupils on the All Weather Pitch. At the second lunch, three different members of staff supervise those on the All Weather Pitch. The library is open and supervised at lunch break also. Rotas for the Lower and Upper School staff indicate duty times.

After School Care/Clubs

We run a Late Room facility for children in Reception to Year 2. This is managed by the Assistant Head - Lower School who holds a Level 6 qualification. At our busiest time (3.45pm to 4.30pm), it is supervised by two adults. From 4.30pm to 5.15pm it is supervised by one adult, as long as ratios are appropriate. A member of SLT is available in School each evening to support or advise staff as needed.

If an Upper School child is not collected by 4.15, they wait in the Lower School Hall under the supervision of a member of staff. This is monitored by a duty member of SLT who will assist with supervision if required.

For After School Clubs and Activities, the ratios are set according to the activity and the age of the children. For those that involve pupils in EYFS they are always in line with statutory regulations.

We offer a range of paid activities for Reception pupils from the start of the Autumn Term. Each activity is run by a qualified and experienced professional, and each group is accompanied by a teaching assistant to maintain appropriate adult:child ratios.

There is a varied programme of Teacher-Run Clubs for Reception to Year 8 pupils. Risks are always assessed for all clubs, whatever year group they are for, and the ratios are maintained that are safe and appropriate to the age of the child and the activity being undertaken.

Children who go missing from education

Please refer to both the School's Safeguarding and Child Protection policy and the [DfE statutory guidance Children Missing Education](#). This guidance describes the legal requirements in relation to registers and the relevant details are quoted below to provide an overview of the School's practices in respect of this important aspect of safeguarding children.

All children, regardless of their circumstances, are entitled to a full time education which is suitable for their age, ability, aptitude and any special educational needs they may have. Wandsworth Local Authority has a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area and it is the School's responsibility to support Wandsworth with this.

To fulfil this responsibility we will:

- enter pupils on the Admission Register at the beginning of the first day on which the School has agreed, or been notified, that the pupil will attend the school. If a pupil fails to attend on the agreed or notified date, the School should undertake reasonable enquiries to establish the child's whereabouts and consider notifying the local authority at the earliest opportunity.
- monitor pupils' attendance through the daily register. Schools should agree with their local authority the intervals at which they will inform local authorities of the details of pupils who fail to attend regularly, or have missed ten school days or more without permission. Schools should monitor attendance closely and address poor or irregular attendance. It is important that pupils' poor attendance is referred to the local authority.

- notify the local authority when a pupil's name is to be removed from the Admission Register at a non-standard transition point under any of the [fifteen grounds](#) contained in The Education (Pupil Registration) (England) Regulations 2006, as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register. This duty does not apply at standard transition points – where the pupil has completed the School's final year – unless the local authority requests for such information to be provided.
- notify the local authority within five days when a pupil's name is added to the admission register at a non-standard transition point. Schools will need to provide the local authority with all the information held within the Admission Register about the pupil. This duty does not apply when a pupil's name is entered in the register at a standard transition point (at the start of the academic year).

When the whereabouts of a child is unclear or unknown, the School will work with the local authority and will complete and record one or more of the following actions:

- a. make contact with the parent, relatives and neighbours using known contact details;
- b. check local databases within the local authority;
- c. follow local information sharing arrangements and where possible make enquiries via other local databases and agencies e.g. those of housing providers, school admissions, health services, police, refuge, Youth Justice Services, children's social care, and HMRC;
- d. check with UK Visas and Immigration (UKVI) and/or the Border Force;
- e. check with agencies known to be involved with the family;
- f. check with local authority and school from which child moved originally, if known;
- g. check with any local authority and school to which a child may have moved;
- h. check with the local authority where the child lives, if different from where the school is;
- i. in the case of children of Service Personnel, check with the Ministry of Defence (MoD) Children's Education Advisory Service (CEAS);

This list is not exhaustive or prescriptive, and so local authorities and schools should treat each case on its individual merits and use their judgement, ensuring they have taken into account all of the facts of the case. It should be recognised that the type of reasonable enquiries required to try to locate a child will differ from case to case and additional enquiries to those suggested in this section may be necessary.

Making these enquiries may not always lead to establishing the location of the child, but will provide a steer on what action should be taken next, for example, to contact the police, children's social care and, in cases where there may be concerns for the safety of a child who has travelled abroad, the Foreign and Commonwealth Office.

Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the pupil can be removed from the Admission Register when the school and the local authority have failed, after jointly making

reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

Safeguarding

A child going missing from education is a potential indicator of abuse or neglect. Staff follow the School's procedures for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future.

Children at particular risk of missing education:

- Pupils at risk of harm/neglect – Children may be missing from education because they are suffering from abuse or neglect. Where this is suspected we will follow local child protection procedures. However, if a child is in immediate danger or at risk of harm, a referral will be made immediately to children's social care and the police if appropriate.
- Children of Gypsy, Roma and Traveller (GRT) families
- Children of Service Personnel
- Missing children and runaways
- Children and young people supervised by the Youth Justice System
- Children who cease to attend a school – there are many reasons why a child stops attending a school. It could be because the parent chooses to home educate their child
- Children of new migrant families

In line with Keeping Children Safe in Education (KCSIE) 2023 the School has in place an appropriate Safeguarding Policy, and procedures and responses for children who go missing from education, particularly on repeat occasions.

Accessing the Policy: This policy is also available in various formats to allow everyone to access it e.g. hard copy, enlarged print version, braille etc. Please contact the Bursar to request a copy of this policy in an alternative form.

Review and Update Process

Last update	November 2023
Next update	November 2024