



**St John's Priory School
Banbury, Oxon**

**SUPERVISION OF CHILDREN POLICY
Missing, Lost & Uncollected pupil procedures**

Including EYFS

St John's Priory School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

Updated October 2019

ST JOHN'S PRIORY SCHOOL

Supervision of Children Policy and Procedures

This policy and guidance should be read in conjunction with the School Mission Statement, the Every Child Matters Agenda and our other related policies on Behaviour, Anti-Bullying, Child Protection and Health and Safety.

The policy and procedures for the supervision of children at the **start of the school day**, during **break/lunch times** and at the **end of the school day** are given, as well as what to do if a child goes **missing either at school or on an outing**. Procedures for dealing with **personal accidents** are also given.

Supervision duties for Teachers and Supervisory Assistants

There is a list of supervision duties issued each year in the Staff Handbook. The teachers and other supervisory staff must be responsible for checking and noting their own duties. Any changes must be marked on the staff room board. The outline arrangements for playground supervision are the same at morning break and at lunch times.

Before start of School

Children are not the responsibility of the school until they have been dropped off at the designated place from 8am. In exceptional circumstances, if a parent has to drop a child off before this time, they would need to make arrangements with the Headmistress.

Early Years Nursery 1 and Reception 2

Early Years children can be dropped off at the 'Early Morning/Afterschool' room from 8am or at the Early Years classrooms by their parents from 8.30am. Classroom supervision begins at 8.30am.

Prep School

Children can be dropped off at the 'Early Morning/Afterschool' room from 8am or at the school gate from 8.00am. Children using the ground floor classrooms may bring their belongings into school. Children using the first and second floor classrooms must keep their belongings on the playground in the bag stores provided until the school bell is rung at 8.30am and teachers and prefects supervise pupils entering school and their classrooms.

Registration

Each class is registered at 8:40am and if there are any unaccounted absent children the teacher informs the school office. Registers close at 8.45am. Afternoon registers are taken again at the start of the afternoon session. All registers are returned to the school office promptly after registrations and are checked by the school secretary so that any unauthorised absences can be promptly queried through making contact with the parent/family.

Collection of a child during the day

If a child is collected before the end of the day the adult collecting the child has to sign her out and fill in a form to this effect. The Secretarial/Office Staff are responsible for administering this system. The child is then signed in again by the Secretarial/Office Staff, should she return during the day.

Collection of a child to a private lesson during the school day

The Peripatetic Teacher will provide the Class Teacher with a rotating timetable so that the same lesson is not missed each week. The Peripatetic Teacher will **accompany the child from their classroom and return them to their correct class after the lesson**.

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Missing Child (on site)

1. The Class Teacher, Supervisor, Teaching Assistants, Office Staff, Specialist Staff and Peripatetic staff would be questioned. The Headmistress must be informed and in her absence the Deputy/Senior Teacher.
2. A search would immediately be made of school buildings and grounds, including toilets etc.
3. Both parents, guardians and close relatives would be contacted in case of a misunderstanding, as would other close friends/parents.
4. The Police would be contacted as soon as a search had been made (and the child had not been found) on the school premises and the parents had been contacted or before if the parents could not be contacted.
5. Staff would start to walk/drive in the direction of that child's home if it was thought that she had tried to go home.

Actions to be followed by staff if a child goes missing on an outing

1. The Group Leader would take control of the situation and each group would do an immediate roll call in order to ensure that all other children were present. Relevant children/friends of the missing child would be questioned.
2. A member of staff would search the immediate vicinity.
3. The venue manager would be contacted and a search arranged.
4. The Headmistress/Designated Child Protection Officer of the School would be informed.
5. The remaining children would be taken back to school. The Headmistress would ring the child's parents as soon as possible and explain what had happened and what steps had been set in motion. The parents would be invited to go to the venue or the school as quickly as possible.
6. The police would be contacted as soon as the parents had been informed or before if the parents could not be contacted.
7. The Designated Child Protection Officer would inform the Children's Safeguarding Board.
8. The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care. The insurers would be informed.
9. If a child is injured a report would be made under RIDDOR (reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 1995) to the Health and Safety Executive (HSE).

A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted.

Playground Supervision

Adult Staff or class teachers who are well known to the children supervise the children at all break times. Codes of behaviour and practice are established by the children and staff in PSHEE and Citizenship lessons. Older children take seriously the responsibility of caring for younger children at break times and see this as part of their daily role at SJP.

'Wet Play' is referred to a playtime that is not deemed to be safe on the playground. This could be because of meteorological conditions or any unforeseen condition.

In fine weather, the playground becomes the play area. EYFS have use of the lawn area at all times and are supervised by EYFS staff.

Mealtime/Playground Duties

SJP teaching staff and Limes Farm supervisors supervise and serve the children at lunch times. The same routine for play is followed after lunch.

General Guidance for Playtime Supervision

1. Undertake playground duty, supervising by circulating amongst children. Supervisory Assistants should carry out this supervision separately, not in pairs.

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2. Supervise children in designated areas, other than the playground, during Wet Play.
3. Attend to minor accidents and send for a first aider when necessary. The person witnessing an accident or incident must fill in the details of the accident/incident on the relevant form as soon as possible. These can be found in the Medical Room
4. Report to the Head or Deputy/Senior Leader, any untoward circumstances or behaviour. Children are expected to be kind to one another.
5. Ensure that children do not leave the playground (if being collected by a parent/carer) without being signed out by the Office Staff.
6. Ensure the safety and well-being of the children during the whole playtime.
7. Playground Monitors operate on a rota basis and are responsible for encouraging positive play, supporting younger pupils in resolving disputes and overseeing the safe and correct storage of playground equipment at the end of break times

Rules for Playground

1. Children are encouraged to put food wrappers, apple cores etc. in the bins. They may not be eaten during lunch break
2. Children are only expected to enter the school to go to the toilet or in a minor emergency. They must first ask permission and must report to the same teacher on duty upon their return. If it was a real emergency the child would be accompanied by an adult.
3. Children respond to the bell and are expected to line up in an orderly fashion.

Equipment

- Equipment (from the store) can be used by any year group, unless it is considered by the Duty Teacher to be too slippery
- Equipment must be put away when finished with
- Equipment must be used in the appropriate manner

End of the School Day

EYFS & KS1

- School ends officially at 3.20pm
- Afterschool clubs run until 4.30pm
- Afterschool runs until 6.00pm

KS2

- School ends officially at 3.30pm
- Prep is offered to pupils in Years 3-6 until 4.30pm
- Afterschool clubs run until 4.30pm
- Afterschool runs until 6.00pm

Action to be taken if a child is not collected from school

If a child has not been collected at the end of school, they will go to Prep or Afterschool and be registered. Children not collected from Prep at 4.30pm will be registered in Afterschool. If any children are not collected from Afterschool at 6.00pm:

- the mother and/or father will be contacted using all available numbers on the contact form;
- the emergency number of a friend or neighbour will be contacted otherwise;

In the unlikely event that contact cannot be made

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- The police will be informed;
- Social Services will be informed and will take the appropriate actions

Our School has determined minimum levels of supervision, as follows:

		EYFS RATIO
15 minutes early morning and afterschool until 6.00pm	- 1 teacher to 15 pupils	1 teacher to 13 pupils
mid-morning	- 1 teacher to 24 pupils	1 teacher to 13 pupils
Lunch-time	- 1 teacher to 24 pupils	1 teacher to 13 pupils

Day Visits

For day visits there must be at least one teacher in charge of any party. However, adults other than teachers may accompany visits in order to provide appropriate levels of supervision.

The following adult pupil ratios are recommended for pupils of different ages but all individual trips must be risk assessed and the visit leader must decide on the appropriate ratios based on information about the pupils:

Nursery (3-4)	:	1 adult to 2 pupils
Reception (4-5)	:	1 adult to 5 pupils
Key Stage 1 (5-7)	:	1 adult to 8 pupils
Key Stage 2 (7-11)	:	1 adult to 15 pupils

Other Activities

For residential visits supervision levels are to be in the ratio of at least one adult to fifteen students and normally at least two suitably qualified, experienced teachers will accompany the party. Where the party is of both sexes, there should be at least one adult of each sex. Hazardous activities require higher ratios of adults to children and these are determined in consultation with **the Headmistress**.