



Pupil Supervision and Lost & Missing Children Policy

Breaside Preparatory School

September 2026

UK

Registered in England & Wales - Cognita Schools Limited No. 02313425
Registered Office: Seebeck House, One Seebeck Place Knowlhill, Milton Keynes, Buckinghamshire, MK5 8FR

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THRIVE IN A RAPIDLY EVOLVING WORLD

1. Introduction

- 1.1. Breaside Preparatory 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 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
Early Years	8.10-3.15
Year 1	8.10-3.15
Year 2	8.10-3.15
Years 3 & 4	8.10-3.30
Years 5 & 6	8.10-3.30

3. Start of Day Arrangements

- 3.1. When pupils arrive at school, they are expected to enter through the side gate with their parent/carer and go straight through to their classroom door where staff will be waiting for them and parent/carers to do a safe handover. Headteacher, DHT and AHT are on duty across both site entrance gates until 8.40am until all children are safely into their classrooms and class teachers complete registers. If a child does not arrive at school as expected, the office staff make contact with the parent immediately via telephone and email. Parents are then reminded again of the importance of letting the school office know prior if a child is not attending school. Further information can be found about this process in our attendance policy.
- 3.2. Before school, the following supervision arrangements are in place: Breakfast club operates in the school hall from **7.30am - 8.10am**. At 8.10am, children are safely escorted to their classrooms by the breakfast club staff.

4. Break Time Arrangements

- 4.1. During break, the following arrangements are in place: Break times take place on the playground and all-weather surface at 10.05 -10.30 (Rec-Y2) and 10.40-11.00 (Y3-6) In the event of wet weather, break times take place in the hall supervised by the staff on duty.
- 4.2. During break, the following supervision arrangements are in place: There are always a minimum of three staff members on duty to always supervise the children. If the school chooses to announce wet play due to weather conditions, DHT and AHT send out a classroom rota to ensure systems are in place and children know what classrooms they are allowed to be in for the duration of wet play.

5. Lunch Time Arrangements

- 5.1. During lunch, the following arrangements are in place: During lunch, the following arrangements are in place: Lunches are served in staggered sittings, starting at 11.30 for Early Years and Infants. Children in Reception, Yr1 and Yr2 go onto the playground with the staff on duty. Infant pupils return to their classrooms at 1pm when the Junior children start to filter on to the playground. Lunchtime break ends at 1.40 when Junior children line up on the playground to be escorted in by staff.
- 5.2. During lunch play, the following supervision arrangements are in place: There are always a minimum of three members of staff on duty, this applies to all duties in early Years, Infants and Juniors.

6. End of School Day Arrangements

- 6.1. Pupils are expected to leave the premises by 3:40 unless they are attending an after-school activity with a known adult/teacher. These consist of teacher run clubs or after school care. No pupils may be in any other area of the school site unless under the direct supervision of an authorised adult.
7. For pupils travelling by bus from Breaside at Widmore Road to attend After School Care, they are handed over by the supervising teacher and signed in.
- 7.1. Schools will support any court orders in place, in relation to collection of pupils 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/carer and request they collect their child. Should a parent/carer, who is not due to collect their child arrive at the school with the aim of collection, then the parent/carer will be advised to make agreed arrangements. This communication will take place off site (see Safeguarding Policy).

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

- 8.1. If a pupil is not collected from school by 3:40 they should be escorted to After School Care where they will be signed in.
- 8.2. The following procedure will be followed when a pupil is not collected: Children will be escorted and signed into After School Care where they will be supervised by ASC staff. Parents will be contacted and the parent/carer collecting their child(ren) from ASC will need to sign them out.

9. After School Activities

- 9.1. When attending an after-school activity, pupils are supervised by authorised adults. The adult facilitating the after-school activity is responsible for taking a register at the activity, dismissal to a known adult or signing in to After School Care.

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- 10.1. No pupil should leave without the authorisation of the adult leading the activity
- 10.2. The following procedure will be followed when a pupil is not collected by their parents/carers at the end of the After School Activity:
 - Children will be escorted and signed into Afterschool care, where there will be ASC staff guiding and supervising them at all times.
 - The afterschool care staff will stay with the children until they are collected and signed out
 - The parent/carer collecting the child will be contacted and once they arrive they will be expected to sign their child out.

11. Sporting Fixtures

- 11.1. PE staff supervise pupils when at fixtures – there is always at least two members of staff at fixtures and they will always have children's medicals and/or anything the child needs during sports.
- 11.2. Parents/carers are always informed of the finish times and where they must collect their children.
- 11.3. 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.
- 11.4. The following procedure will be followed when a pupil is not collected from a sporting fixture: Parents will be contacted by the staff on duty and at the fixture, and if necessary the child will be signed into afterschool care. If it is later than 6pm, the staff member will stay with the child until they are collected by their parent/carer.

12. Travel to and from School on Buses

- 12.1. Parents/carers are responsible for ensuring that their child (ren) travel safely to and from school. Pupils 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.
- 12.2. 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.
- 12.3. Please see above section 3.3. for arrival information and 6.2 for departure information.

13. Leaving the Site during the School Day

- 13.1. It is expected that all pupils will be on site for the entire day unless they have specific permission to leave.

14. Supervision Duties

- 14.1. 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.

14.2. 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.

14.3. Pupils 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 pupils have left before leaving the room themselves.

15. Supervision during PE Lessons, including Changing Arrangements

15.1. PE lessons are supervised by members of the teaching staff. When older pupils 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.

16. Medical Support

17. In every year group there are a minimum of one member of staff who is qualified to administer first aid. They will be available to administer first aid, to help if someone falls ill or gets injured, and to deal with any accidents or emergencies. A pupil who feels unwell during the day should report in the first instance to their class teacher or another member of staff. They will then escort them to the school office or seek a first aider.

18. Supervision in Remote Locations

18.1. Some potentially dangerous areas of the school are out of bounds to unsupervised pupils. These include science laboratories and the grounds, maintenance, catering and caretaking areas of the school and the Forest School area.

For Educational Visits – please see Educational Visits policy

19. Lost or Missing Children

19.1. 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, they will contact the nearest member of SLT and school office immediately.

- All remaining children will be kept safe in a secure place with adequate adult supervision, including assistance from other school staff if necessary.
- A full head count will be taken by the teacher full headcount will be taken by the teacher-in-charge and matched against the register; usually the class teacher or nominated person.
- A senior member of staff will make a thorough search of the building and/or site and immediate surroundings including storage areas and toilets. A thorough check of all exits will be made, to ensure all gates/doors are locked and there is no other way a pupil could have left the site. If something is discovered, the SLT member must be immediately informed.
- The following list held in the school office will be checked: attendance register, off site records, and other school clubs.
- If the child is not found after this initial search and/or approximately 10 minutes from the initial report of them deemed missing, the school office will inform the Headteacher and Director of Education (Cognita Head Office), including where a child is found wandering or at risk of being lost or missing. The designated safeguarding lead in school will be notified immediately, and they will ensure that the parents have been informed by the responsible teacher. The Headteacher, or SLT member in the absence of the Head, 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 Headteacher remains responsible for the care and welfare of the child, including off-site.
- As soon as is practicable, the Serious Incident Reporting Form (SIRF) will be completed by the Headteacher and sent to the Head of Facilities. The visit leader (off site) or responsible form/class teacher will make a contemporaneous record to provide full details of the incident in the school's incident report book. A note will also be made on the school's attendance register accordingly.
- Near misses will also be recorded and reported to the Director of Education and details fully provided in writing to the school's safeguarding governance committee (SGC). This report must outline the steps being taken to avoid any repeat incident, communication with parents and actions to be taken following the risk assessment process to mitigate future risk. Any relevant policy and procedure must be reviewed by the school and submitted to UK compliance committee for approval, via Head of Education Compliance.
- All incidents will be reported to the Head of Facilities, Head Office, for the attention of our insurers, as appropriate. Staff must try to remember and write down a description of what the child was wearing and any distinguishing features.
- If a missing child has any special medical or learning needs then these need to be noted to be disclosed to the police or other agencies.
- A thorough search of the premises should continue until the child is found.

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

- The visit leader must ensure the safety of remaining pupils. At least two adults must stay with them.
- One or more adults should immediately start to search for the child.
- If the child is not found within 5 minutes, the visit leader must then contact the police by telephoning 999 (within the UK similar equivalent number if overseas)
- The visit leader should alert the school office, or in the case of out-of-hours, the nominated school contact for the trip, that the police have been contacted. The school will make arrangements to notify the parents accordingly. The remaining procedures outlined above in sections 4 and 5 will then be followed.

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