



# Pupil Supervision and Lost & Missing Children Policy

**Breaside Preparatory School**

**UK**

**2026**

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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### 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.

10.

insert staff procedures for when a pupil does not arrive as expected.

- 10.1. No pupil should leave without the authorisation of the adult leading the activity subject to suitable and agreed handover arrangements.
- 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: <insert>:

## 11. Sporting Fixtures

- 11.1. PE staff supervise pupils when at fixtures please consider having a minimum of 2 staff members in case of emergencies, illnesses, or other events where one staff member has to supervise, and another has to look after an individual pupil. <insert>
- 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: <insert>.

## 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. <amend if you have different arrangements for specific year groups>.

## 14. Specific Arrangements for Sixth Form

- 14.1. <insert> Please include levels of supervision and the need for parental written agreement for times when the pupils are unsupervised.

## 15. Supervision Duties

- 15.1. 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.
- 15.2. 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.
- 15.3. 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.

## 16. Supervision during PE Lessons, including Changing Arrangements

16.1. 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.

## 17. Medical Support

17.1. There is a qualified welfare officer/**insert equivalent** on duty from **<insert>** to **<insert>** 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 report to **<insert>**.

## 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 woods. <remove if this does not apply>**

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:  
**<insert>**

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:  
**<insert>**

## Version control:

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