



RECORD OF REVIEW

DATE	AMENDMENTS
September 2026	• Update timings
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SUPERVISION POLICY (incl. Failure to Collect Children)

INTRODUCTION

This policy applies to all staff, volunteers, pupils and visitors to St David's Prep, including staffing provision for before and after school clubs and holiday clubs. It should be read in conjunction with St David's Prep:

- Safeguarding Policy (incl. Children Absent from Education, Whistleblowing)
- EYFS Supervision Policy
- Educational Visits Policy

POLICY STATEMENT

Supervision duties are the responsibility of all staff and form a vital part of our duty of care to all pupils. They are designed to ensure a safe and secure environment in which learning can develop and provide a supportive culture of positive behaviour.

A member of staff must monitor all areas of the learning environment, both in and out doors. They should arrive promptly for duty and supervise in a thorough and proactive manner. Supervision rotas are agreed with staff and displayed in staff rooms.

All staff should be vigilant in spotting and reporting hazards. Children should immediately be removed from a hazardous area until the site is deemed safe and secure.

ARRIVAL and DEPARTURE

Children are not allowed on site unsupervised.

Pupils may arrive at school no more than 5 minutes before the start of an early morning club. Early room is open from 7.45am, pupils must not be left before this time. The main Justin Hall door is opened at 8.30 am for the Year 1 children. The side gate is opened at 8.30am when pupils may proceed to the cloakrooms in Years 2 and Year 3. The main gate in Beckenham Road opens at 8.30am for Years 4, 5 and 6. All the children proceed direct to their classrooms. Pre-prep door is open at 8.00am (Pre-Reception) and 8.30am (Reception).

At the end of school, Year 1 pupils are collected from the main building. Pupils in Year 2 and Year 3 from the side gate. Years 4, 5 and 6 will leave from the main gate in Beckenham Road. All the children are expected to remain with a staff member on duty until their parent/carer is sighted.

Pupils attending after school club or other activity should make their way to the designated room or area. A member of staff escorts pre-prep pupils to Justin Hall. The late room operates until 6.00pm and children should be collected from the main entrance.

A list is given to staff each day of pupils booked in to attend the early or late room.

REGISTRATION

A register is taken at 8.50 am in each class, which is the start of the morning session. Afternoon registration is taken at 1.45 pm, the start of the afternoon session. Children are counted and registered before leaving school for out-of-school activities and trips, in accordance with KCSIE 2022.

It is the responsibility of parents/ carers to notify the school of an absence for any reason or if a child will be late due to medical appointments, music examinations, interviews and the like.

A call will be made to parents/ carers from the school office to check any child who is not registered or accounted for by 9.30am.

Any pupil leaving during the school day must be signed out by a member of staff in the pink folder held in the school office.

CHANGING ROOMS

When arriving in the morning and before morning and lunch breaks, pupils are monitored in the cloakroom area.

BREAK TIMES

There is always a minimum of two members of staff on outside duty at break times. They will lead the children out to the field and position themselves so that all pupils can be observed. At least one member of staff should ensure a First Aid kit is taken out and should have a walkie-talkie, in order to remain in easy contact with the school.

If the weather is inclement, especially if there are strong winds, then staff must assess the situation, the risks involved and discuss with a member of the SLT to ensure the safety of all pupils.

Pupils should not be allowed to remain unsupervised in classrooms during break times, during wet playtimes staff on duty must patrol the activity rooms.

OFFSITE SUPERVISION

If pupils are taken off-site, then the proper staff-pupil ratios must be observed:

Year Groups	Ratio
EYFS	Minimum of 1 competent adult to 4 pupils
Years 1-2	Minimum of 1 competent adult to 6 pupils
Years 3-6	Minimum of 1 competent adult to 8 pupils

One adult should lead the group and one take up the rear. Other adults should be placed at sensible intervals between the children. When crossing roads, an adult will position themselves in the road to ensure safe crossing. When using a designated crossing, pupils must only be allowed to cross on the green light and, if necessary, split into smaller groups in order to do so safely.

FAILURE TO COLLECT/MISSING CHILDREN

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 the relevant authorities if it is deemed necessary (see Safeguarding Policy for details of all contacts).

The indoors and outdoors premises are safe and secure. All staff and visitors are required to sign in/out and to wear a lanyard at all times. There are separate lanyards for school staff and visitors with safeguarding, fire and health and safety information on the reverse. Any staff, parent or child arriving and departing outside the usual times are recorded through the school office.

The children are only released into the care of individuals named and identified by the parents. Except where there is a reasonable excuse, written permission is required where children are to be collected by another adult; not the parent or the identified person above. If this is not possible the parents should telephone the school office. If the person is not another identifiable parent known to the school, authorisation may be refused.

Actions to be followed by staff if a child goes missing

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a child was found to be missing, we would carry out the following actions (with a record kept of each action):

- Inform the Head and the Designated Safeguarding Lead (DSL) and other members of the SLT on site.
- Check the register in order to ensure all the other children were present.
- Check the pupil records of the missing child for any relevant details that might have a bearing on the situation (e.g. court orders in place against either parent, medical conditions of the child etc.)
- Office staff check the signing out system.
- Ask adults (including office, first aid, form teacher, most recent teacher to have taught them, peripatetic teachers and sports department).
- Ask the children in the missing child's class, calmly, if they can tell us when they last remember seeing the child and whether they were happy or unhappy.
- Occupy all of the other children as normal.
- At the same time arrange for as many staff as possible to carry out a thorough search, both inside and out, carefully checking all spaces, including cupboards and toilets where a child might hide.
- Ensure that searchers are equipped with mobile phones and/or walkie-talkies
- Note the names of those involved in the search.
- A fire drill might be held to ensure the child is not on the site. If the child is still missing after 20 minutes the following steps would be taken:
- The Head or Deputy Head will ring the child's parents and explain what has happened and what steps have been set in motion. They may ask them to come to school at once or delay until further information has come to light.
- The Head/DSL will notify the Police and take advice.
- The Head will arrange for staff to search further the school premises and grounds
- If the child's home is within walking distance, a member of staff will set out on foot or in a car in an attempt to catch up with the child. Staff will drive along the main roads in close proximity to the school.
- The DSL will inform the local authority safeguarding partners.
- The school will co-operate fully with any Policy or Safeguarding Partner investigation.
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If the child remains missing

- The Head will inform the CEO of Wishford schools
- Contact the school's insurers
- If the child is injured, a report would be made under RIDDOR to the HSE.

A full record of all activities taken up to the stage at which the child is found will be made for the incident report. Witnesses would be interviewed and asked to provide written statements. If appropriate procedures would be adjusted.

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

- An immediate head count would be carried out in order to ensure all the other children are present.
- An adult would search the immediate vicinity.
- One adult would retrace steps to the last place where the child was seen, the remaining children will stay in one place with the other staff.
- An adult will go to any pre-arranged meeting place to check the child has not made their way there.
- If the missing child is not located the remaining children should be taken back to school and one adult remain at the venue.
- Inform the Head and DSL immediately by phone.
- After 10 minutes, contact the venue manager and arrange a search of the venue.

After 20 minutes

- Ring the Head and ask the school to contact the child's parents and explain what has happened and what steps have been set in motion. Discuss whether the Head/Deputy and/or the parents should come to the venue.

- If the child is still missing after contacting the parents then contact the Police (up to 30 minutes of the child going missing)
- DSL to inform the local safeguarding partners.
- The school will co-operate fully with any police and social services investigation.
- If the child remains missing:
- The Head will inform the CEO of Wishford schools
- Contact the school's insurers
- If the child is injured, a report would be made under RIDDOR to the HSE.

A full record of all activities taken up to the stage at which the child is found will be made for the incident report. Witnesses would be interviewed and asked to provide written statements. If appropriate procedures would be adjusted.

Actions to be followed by staff once the child is found

- The Head/Deputy Head will contact the parents and any emergency services involved.
- Talk to, take care of, and if necessary, comfort the child.
- Speak to the other children to ensure they understand why they should not leave the premises or separate from a group when on an outing.
- Inform the staff that the child has been found.
- The Head and/or Deputy Head will speak to the parent to discuss the events and to give an account of the incident.
- The Head will promise a full investigation with all records kept and, if appropriate, involving the safeguarding partners.
- Media questions should be referred to the Head and the marketing department at Wishford.
- The investigation will ensure all concerned parties provide written statements.
- The report will be detailed covering: time, place, numbers of staff and children, when the child was last seen, what appears to have happened, [the purpose of the outing], the length of time that the child was missing and how he/she appears to have gone missing, lessons for the future.

Procedures to be followed when a child is not collected

If a child is not collected at the end of the school day/extra-curricular activity, then the child will be taken to the School Office. We will try to contact the parent/guardian. If there is no response from parents we will take the child to Sunset club. At 6.00pm when Sunset Club ends, the child will be taken to a member of SLT to supervise. The parents will again be called and the DSL informed. If the child has not been collected within half an hour we will contact the parents/carers again. If there is no answer the member of SLT will begin to call the emergency contact numbers held by the school for the child. During this time the child will be looked after and kept safe by two members of staff. If there is no response from the parents, carer or emergency numbers the Head will:

- Make emergency arrangements for the child (staying with two members of staff one of which to be either SLT and/or DSL)
- Inform the Children's social care service (safeguarding partners) that the child has not been collected.
- Telephone the police to inform them of the situation; their guidance should then be followed.

A full written report will be made in these circumstances.

Procedures to be followed by staff when finding a child unsupervised in school

On discovering a child wandering around the school premises without supervision or in suspicious circumstances:

- ASK where they are going/ where they are supposed to be.
- ACCOMPANY the child to the care of a responsible adult. The school office or with a member of SLT are generally the most suitable places, as checks may be made by phone on where the child should be.

Pre-Prep (EYFS) children should always be under the supervision of a member of staff when moving around the school site. We follow the guidance that the children in EYFS are always in sight and sound of an adult. Staff may allow EYFS pupils to be accompanied to the toilet or the first aid provision at break times by two older, responsible pupils. The staff on duty will be aware of any children that have visited the toilet or first aid and will monitor the length of time that they are there. In the event that the children do not return then a member of staff will investigate and decide if further action is required.

APPROVAL and REVIEW

This policy has been approved by the Senior Leadership Team of St David's Prep in November 2024.
It will be reviewed every two years or earlier if there is a change in regulations.