



PRESTFELDE

## Pupil Supervision and Missing Child policy

Author(s)	Assistant Head (Operations)
Review body	SLT
Governor approval date	
Date of review	August 2025
Date of next review	August 2026
Website requirement	No
Inspection folder requirement	Yes

### Significant amendments

Date	Amendment	Initials
05/09/2025	Updated to reflect new shape of the day	JP
06/02/2024	School context and site security added. Clear information on duty locations. What to do in the case of none collection clearly set out.	JP
02/08/2023	Not needed on school website	CLW
02/08/2023	Middle and Senior School timetables now accessible on iSAMs.	CLW

02/08/2023	Staff are on duty in Prestfelde House in the evenings <u>three nights per week.</u>	CLW
02/08/2023	Removal of detailed paragraph about where staff stand at duty. See duty rota.	CLW
02/08/2023	Removal 'Due to our play area also partially being a car park, children are expected to <b>walk</b> in the area where cars are parked e.g. to the side of the Music School.' Car parking now roped off.	CLW
02/08/2023	Removal of ' First Aid Matron available 24 hours a day'.	CLW
02/08/2023	FS1 and FS2 changed to nursery and reception.	CM
02/08/2023	Changes to school day reflected throughout the document.	CM/CLW
31/08/23	Page 5 LP deregistration – removed 'collection book' all LP staff have weekly registers on a clipboard	CM
20/11/2023	Missing child procedure added.	CLW

Prestfelde acknowledges the assistance provided by guidance documents prepared by the following public bodies, charities and not for profit organisations:

- The Department for Education (DFE)
- The Independent Schools' Inspectorate (ISI)
- The Office for Standards in Education (OFSTED)

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## 1.0 Introduction

Schools are required to have guidance and procedures for the proper supervision of pupils by staff in school and on visits that is available to and understood by all members of staff. EYFS pupils require additional supervision and protection, both on site and during visits. Boarders require additional arrangements for their supervision outside the normal school day.

### 1.1 School context:

Prestfelde is a 30-acre parkland site with one busy road to the front (London Road) and a quieter road at the rear (Preston Street). Traffic movement on site is limited to the start and end of the day with extensive supervision in place to support busy times.

It is our duty to ensure that all children attending Prestfelde School are supervised to ensure their safety and wellbeing throughout their time at school. All staff whether on duty or not have a responsibility to safeguard pupils at all times. They have an ongoing responsibility to intervene as and when necessary to promote good behaviour, see **behaviour policy**.

### 1.2 Site security:

There are perimeter fences, gates, locks and keypads across the site to enhance security. Codes are known only to staff.

All visitors to the school (excluding parents) are required to report to the main office, sign in and collect a photo ID lanyard. Staff will escort visitors while on site. All staff must challenge anyone not recognised as having a legitimate reason to be on site.

### 1.3 Staff induction:

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.

## 2.0 Timetables of organisation:

Little Prestfelde									
Groups	Early Morning drop off	Arrival time	Morning Play time	Lunch time	Lunch time – Outdoor play	Snack & story 1540	Departure time	A/S provision 1600-18:00	Pick up – home options
Nursery	0800 Nursery	0820	Nursery and covered area	1130 Dining Room	1200 Nursery environment	May depart from 1540	1230 + 1540	Den	16:00
Reception	0800 LP Foyer	0820	0950-1020 snack in dining room	1150 Dining room	1215 - 1300 Adventure playground	In class rooms	1600		17:00
Y1	0800 LP Foyer	0820	Adventure playground and outside front of LP and cage		1600		1600-1700 Clubs	16:00	
Y2	0800 LP Foyer	0820			1600		Den 1700-1800	17:00	17:45

MIDDLE SCHOOL									
Groups	Early Morning drop off	Arrival time	Morning Play time	Lunch dining Hall	Lunch Outdoor play	Departure time	A/S Provision	Pick up – home options	
Y3	08:00 LIBRARY	0815	1030 – 1100 Snack in MS	1220	1245-1320	1600	Clubs across MS	1600	
Y4	08:00 LIBRARY		Front of LP Adventure Playground, tennis courts and front of Music Fields if not wet						1700
Y5	08:00 Dining Hall								

SENIOR SCHOOL								
Groups	Early Morning drop off	Arrival time	Morning Play time	Lunch dining Hall	Lunch Outdoor play	Departure time	A/S Provision	Pick up – home options
Y6	0800 Dining Room	0815	1030-1100 Snack in dining hall Different tables for each year group  <b>Play area</b> Front of LP, cage music school field if not wet	1300		1600	16:10-17:00	1600 1700 1745 or bus
Y7	0800 Dining Room	0815	1030-1100 Snack in dining hall As Y6	Children sit in House groupings Y6-8	1330 – 1400	1600	Clubs across Senior School  Or Prep	1600 1700 17:45 or bus
Y8	0800 Dining Hall	0815	1030-1100 Snack in Dining hall As Y6			1600		1600 1700 1745 or bus

### 3.0 Arrival and departure:

Pupils may arrive at school from 0800 and are expected to leave the site by 1800 unless they are staying late for a function or boarding on site. At least two members of DBS checked staff are always present on duty, in order to supervise pupils whenever they are in the school grounds.

### 3.1 Supervision while travelling to and from school:

Parents are responsible for ensuring that their children travel safely to and from school. Pupils are expected to behave responsibly. We would always investigate complaints about poor behaviour from the driver or members of the public.

- Little Prestfelde children are supervised by the driver whilst on the school bus and the driver is responsible for ensuring that each child is physically taken into school and handed over to a Little Prestfelde member of staff. Drivers are also responsible for ensuring that children in Little Prestfelde are wearing their seat belts.
- Drivers will support Middle School children in putting on belts as required.

Any issues concerning safeguarding are reported upon returning to school to the DSL.

### 3.2 Registration:

	Morning	Afternoon
Little Prestfelde	08:30	12:50
Middle School	08:30	13:20
Senior School	08:30	14:00* *12:20 Wednesday

Parents are responsible for notifying the school if their child is absent for any reason. The school will identify any child absent without prior consent and by 0915 will contact the parent to clarify the reason for absence to ensure the safety and wellbeing of each child; and inform the child's form tutor of reason for absence. The attendance of each child is monitored in line with our safeguarding policy and procedures.

Upon registration children and/or parents will ensure that they communicate where their children are going at the end of the day. This will be recorded on our registration system (iSAMS).

### 4.0 Lesson time:

During lesson time teachers are responsible for discipline in classes, in extreme circumstances a member of SMT/SLT will be asked to support. Where pupils move around site, lesson registration is encouraged to check all pupils are present. If a pupil is absent without known cause, the office is informed, and a search is undertaken. For Little Prestfelde pupils moving around site, pupils will be collected and returned by the member of staff. In the Nursery we have a ratio of 1:13 with a qualified teacher and 1:8 for level 3 staff, currently 2 qualified teachers gives us a maximum of 26 children per session.

### 4.1 Forest Fun:

Forest Fun sessions are led by one of our two level 3 qualified Forest School leaders with a second member of the Little Prestfelde team. See risk assessments and Forest Fun planning. To ensure communication in the case of an emergency, staff will always take a 2-way, walkie talkie with them along with their Forest First Aid equipment.

**5.0 Breaks and duty supervision:**

**5.1 0800 - 0815 Before school**

**Little Prestfelde:**

- All Little P children, Nursery – Year 2 can access early morning provision from 8am in the spare reception classroom.

**Middle School:**

- Early morning care for Middle School children in library from 0800.

**Senior School:**

- Early morning care for Senior School children is in the school dining room 0800.

Duty locations 08:00	
Spare Little Prestfelde classroom	Library
Dining room	Road crossing

**5.2 First break duty**

- 0950 Little Prestfelde
- 1030 Middle School
- 1030 Senior School

Little P, Middle School and Senior School have rota of staff who are on duty, posted at different points within the playground, to support the children’s play and safeguarding. Before all playtimes, the members of staff on duty will consider the risks of the outdoor environment. This may mean that certain parts of the Adventure Playground are out of bounds due to slipperiness caused by rain or repairs etc. All children will be informed of the risks before they exit for their play time.

All staff on duty during these times are responsible for the children’s wellbeing during the time that they are on duty. Staff are proactive with regard to any issues and circulate as appropriate. Staff will supervise changing as well as snack time in the dining room.

Break and lunch duty locations		
Dining room	Beckbury – girls changing room	Boys changing room
Cage	Adventure playground	Tennis courts and fields

### 5.3 Changing rooms

Little Prestfelde and Middle School pupils are supervised in changing rooms as they prepare for and return from break. Pupils do not access changing rooms over break time.

Duty member of staff supervises Senior School changing room while pupils get ready for break.

Changing rooms are then locked with pupils unable to access over break time. Changing rooms are then reopened at the end of the break with pupils once again supervised.

### 5.4 Cars on site:

All staff on site ensure that they adhere to the 'No drive through policy' during the times that the children are outside playing. In the unlikely event that a car needs to be moved, the adult speaks to the member of staff on duty who will blow their whistle and ensure all children are standing in the safety of the adventure playground, field, tennis court or cage.

### 5.5 End of break:

- **Little Prestfelde** the whistle blows and all children stand still. On the second whistle they are asked to walk in, Reception children line up on the tarmac outside Little P and Year 1 and Year 2 children walk and line up outside their classroom door where staff will count them in.
- **Middle School** When the whistle sounds at the end of play time children will be expected to walk to Middle School escorted by duty staff lining up in front of their classroom where they will be met by staff.
- **Senior School** pupils will return to the changing room where a member of staff will let them in and supervise any required changing.

### 6.0 Lunch time and break duty supervision:

- 1150 Little Prestfelde (Nursery 1130)
- 1220 Middle School
- 1250 Senior School (1300 on Wednesday)

### **Little Prestfelde Lunch arrangements:**

- In Little Prestfelde, children enter the dining room with adult supervision. EYFS pupils are supported by staff on duty to get their lunch. KS1 pupils line up at the servery and staff support the children. Reception pupils are buddied with a Year 2 pupil for support and to encourage positive eating habits. Nursery pupils begin lunch slightly earlier to give them more time. Year 1 are supported by a member of LP staff.

### **Middle and Senior School Lunch arrangements:**

- Children enter the dining room and sit on tables in their House groups. This enables a family supportive culture. A thanksgiving prayer is said at the beginning of each lunch time- lead by form tutors or the person on duty. Teaching staff sit with pupils to promote positive conversations, model and reinforce the independence of the children alongside promoting good table manners. In Senior School lunch A member of the year 8 leadership team (Head Boy, Head Girl, deputies) will sit on alternate tables with staff.

## **6.1 Wet break Organisation:**

### **Little Prestfelde:**

Children are supervised by LP staff in the LP Foyer to watch a film or play in the Covered Area.

### **Middle and Senior School:**

Children are based within their own form room. Children choose an activity within their room. Duty teachers along with teaching assistants oversee and set the expectations of wet play time. Year 8 pupil leadership team support and monitor the organisation- supervising the breaks to support the duty teacher and playtime supervisor.

## **7.0 End of day:**

### **Little Prestfelde:**

End of day arrangements are collated weekly by class teachers on deregistration clipboard. Parents are asked to inform the class teacher by email or Seesaw message if another adult is collecting their child on their behalf. Children will be deregistered to parents or an adult that we have received

written consent for. If an adult arrives to collect a child and no notification has been given, the child's parents will be contacted to determine consent. The child will not be put into the care of the non-designated person until this consent is given. If another adult regularly collects a child on a guardian's behalf, an email to the class teacher at the start of term to give consent for the collection of said child is sufficient.

At 16:00 pupils are handed directly to parent or agreed responsible adult at the classroom door and marked off the deregistration form. Year 1 and 2 children are taken to the foyer for a story, they are then collected by the staff member running the club (clubs and preps are booked via SOCs) who deregisters them to parents at the end of club at 17:00 (16:30 or 17:00 for Ballet and Choir). Children not collected from story time in the foyer will be sent to join a suitable club. EYFS children not collected at 1600 will join the Den staff in the spare Reception classroom for activities.

Nursery children need to be collected by 1715 from LP, Reception Year 1 and Year 2 children will be handed over to the SLT member of staff on duty in the dining room.

### **Middle School:**

16:00 all pupils are handed directly to parents or agreed responsible adult and deregistered or collected by staff for clubs or prep. Clubs and prep are booked via SOCs. A SOCs or paper register will be completed in club or prep location. Following clubs and first prep pupils are either handed directly to parents or escorted directly to the dining room for second prep where a member of SLT will be on duty.

### **Senior School:**

Following the final lesson of the day teaching staff return pupils to the dining room where they will either be dismissed by form tutors to parents or pre-agreed responsible adult or collected by staff for clubs or prep. Clubs and preps are booked via SOCs. A SOCs or paper register in club or prep location is taken. Following clubs and first prep pupils are escorted to the dining room to be collected directly by parents or agreed responsible adult and deregistered or to remain for second prep where a member of SLT will be on duty. Following fixtures and other activities the member of staff in charge of the group of pupils will be responsible for dismissing directly to parents or taking to prep.

### **7.1 None collection:**

If a pupil is not collected by 18:15 the SLT member of staff on duty will make a phone call to listed contacts. If contact cannot be made in a timely manner, the school will endeavour to provide cover utilising a member of the residential team. Following this the Headmaster will be informed, and where appropriate the police contacted to help ascertain the location of parents/carers. In extreme cases the pupil can remain in school overnight with due regard to safeguarding policies and practises.

### **8.0 Boarding:**

Parents book their child(ren) into boarding via SOCS. This register is used to ensure all children are in attendance in the boarding house. The Head of Boarding and/or Assistant Head of Boarding oversee the staffing and organisation of each night. Boarding assistants collect boarders from club, prep, or second prep as appropriate and take them to the boarding house.

Prestfelde offers flexi-boarding, with some pupils signing up termly. Gap students also support supervision every night, and depending on numbers, several may be on duty to support ratios. On off-site events, the entire boarding team, including gap students, attend to ensure additional safety. The Head of Boarding and/or Assistant Head of Boarding are on duty, and both live on site. The safety and ratios of adults to children are always considered when planning trips and visits. See the **boarding policy** for full details.

**9.0 After school events – Music, drama, fixtures:**

Arrangements are made to ensure pupils are supervised during play and concert rehearsals, or other events that bring groups into school out of hours. Members of the PE Department supervise pupils on both home and away matches keeping a register of children attending and dismissing directly to parents or other designated adults.

**10.0 Educational visits:**

The arrangements for the supervision of pupils during educational visits and trips out of schools are described in the **trips and visits policy**. The safety and ratios of adults to children are always carefully considered when planning trips and visits.

**11.0 Unsupervised access:**

Pupils are not permitted into the swimming pool without a qualified member of staff in charge, nor are they allowed to use gymnastic, athletic or climbing equipment without supervision. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories, the design technology rooms, the theatre, the gym, the pond etc. Doors to these areas are kept locked at all times when not in use. All flammables and other hazardous substances are kept securely locked in appropriate storage facilities.

Pupils do not have access to the grounds, maintenance, catering and caretaking areas of the school there is clear signage in place.

**12.0 Missing child:**

Upon discovering that a child is missing from their form or any other supervised activity during the school day, the following procedures should be activated.

Who	What
Person who notices missing child	Classmates and friends should be asked about the child’s whereabouts and any relevant information noted. Also, where and when the child was last seen.

Person who notices missing child	Call/email made to school office, matron and the relevant school (LP/MS/SS) to check if the child's whereabouts can be confirmed.
<p>Should these lines of investigation prove unsuccessful, then the following staff should be notified urgently.</p> <ul style="list-style-type: none"> <li>• Mr M Thavenot, Headmaster Tel: EXT 4703</li> <li>• Mr M Haswell, Deputy Head (DSL) Tel: EXT 4733 Mobile: 07915053721</li> <li>• Mrs K Jones, Matron Tel: EXT 4706</li> <li>• Mr N Speake, Site manage TEL: EXT 4714 or Radio</li> <li>• Mrs H Keogh-Jones, Head of Boarding Tel: 01743 234043 (out of hours)</li> <li>• Mr E Brittleton, Assistant Head Boarding Tel: 01743 234043 (out of hours)</li> </ul> <p>If they are unavailable, the Heads of Little Prestfelde, Assistant Head or Deputy Head T&amp;L will take responsibility as designated leads until such time as they can be contacted.</p>	
Office	Email all staff to alert the missing child.
Office	Office to contact site staff via radio, ask for search to be started.
DSL + Site team	Search of the school premises organised and co-ordinated by the DSL & site team. Radios used to communicate with the search base in the office.
DSL	The DSL will extract personal files on the child from the core database, and a recent photograph, if available. DSL contact parents and the police may then be informed.
Office	Email to all staff when child has been found
Further action as advised by the police.	

#### Missing during Boarding hours:

Full details of the missing child procedure during boarding hours are in the boarding policy.

#### Missing on an outing:

Full details can be found in the trips and visits policy the potential for missing children should be included in each risk assessment.

#### Follow Up Procedure :

1. Interview child and their friends and record possible reasons for the disappearance.
2. Pass on relevant information to staff add information to their Class Charts passport.
3. If appropriate address with other children impacted by the incident, see below.
4. A full written report of the incident and follow up actions will be compiled by the DSL

#### Reintroducing the child into school:

It may be appropriate to address the incident with children who were impacted. The DSL will advise if this is needed.

- Explain to the relevant group the dangers and consequences of not being in the right place and supervised by a responsible adult. Highlight the positive aspects of being able to talk to

someone about the problem before it becomes a serious issue. i.e. friends, teachers, matron, Chaplain, Child-line etc.

- Discuss how the child may be feeling: apprehensive, frightened etc., and suggest ways of helping him / her back into the group.
- Teachers should monitor the child and log any further concerns on Class Charts.
- Update parents about the child's reintegration as appropriate.