



SUPERVISION, LOST PUPIL AND NON-COLLECTION POLICY

This Policy applies to all year groups at Thomas's Schools, including the EYFS.

Thomas's London Day Schools operates as a united group of schools with a similar ethos and values and as such is referred to as a singular body. However in some areas, it is appropriate for each school to adopt discrete procedures, acknowledging the individual identity of each school and its specific personnel and systems. These supplementary procedures can be found by clicking the name of the relevant school below the contents list of this Policy.

This Policy should be read in conjunction with Thomas's Attendance Policy, Early Years Policy, Educational Visits and Off Site Activities (EVOSA) Policy, Safeguarding and Child Protection Policy.

CONTENTS

Page

1. Introduction	1
2. Principles	2
3. Roles and Responsibilities	2
4. Procedures	3
5. Monitoring	4
6. Legislation and Guidance	4
7. Policy Review Record	5

SCHOOL SUPPLEMENTS

- [Thomas's Battersea Supervision Policy Supplement](#)
- [Thomas's Clapham Supervision Policy Supplement](#)
- [Thomas's Fulham Supervision Policy Supplement](#)
- [Thomas's Kensington Supervision Policy Supplement](#)

1. INTRODUCTION

The welfare and safety of pupils whilst at school is paramount at all times. This policy describes how staff are deployed to ensure the proper supervision of pupils, both on and off site and how to respond in the event of a child being lost or not collected from school.

2. PRINCIPLES

- Safety is always the first priority.
- All members of staff have a duty of care towards pupils at all times, even when not in an official supervisory position, e.g. on playground duty or when teaching. This means that staff must ensure that pupils are being cared for and supervised to keep them safe.
- Pupils are not given supervisory responsibility for other pupils without adult supervision.
- Neither regular nor occasional volunteers are given unsupervised responsibility for pupils. Volunteers must always work within sight and hearing of a member of Thomas's teaching staff.
- Contractors and visitors are not allowed unsupervised access around the school.
- Where a member of staff is supervising in a remote location, a fully charged school mobile phone/walkie talkie will be provided.

3. ROLES AND RESPONSIBILITIES

3.1 Health and Safety Coordinator

- To ensure risk assessments regarding supervision are in place
- To ensure stringent procedures are in place regarding security of building access

3.2 Members of staff

- To take the register for the pupils in their class regularly and punctually
- To challenge unfamiliar faces on site
- To raise any concerns about supervision guidelines or ratios

4. PROCEDURES

4.1 Supervision during the school day

During the school day, pupils are supervised by teachers and assistants. Most lessons in Reception – Year 4 are taught by qualified teachers with support from assistants.

In the Lower School teachers or assistants take pupils to specialist lessons e.g. PE, Music, Ballet, French). No EYFS pupil is allowed to walk around the school unsupervised/unaccompanied, except when using the loo.

Pupils in Year 3 upwards are usually able to walk around the school independently however this is regularly risk assessed. All pupils are supervised by staff (on a rota) for all break and lunchtimes.

4.2 Unsupervised access by pupils

Pupils are not allowed to use scientific, gymnastic, athletic, climbing or IT equipment without supervision. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities. Doors to potentially dangerous areas, such as science laboratories are kept locked at all times when not in use to ensure that pupils do not have unsupervised access. All flammables are kept securely locked in appropriate storage facilities. Pupils do not have access to the grounds, maintenance, catering or caretaking areas of the school. Clear signs are displayed.

A number of risk assessments are regularly updated (at least annually, usually half termly or termly, and for some - e.g. a visual inspection of the playground/classroom activity - daily), to reflect the care that is taken regarding the supervision of pupils. There is also a risk assessment for the playground, for school trips and visits and a general risk assessment for all general areas.

In addition to this, members of staff assess risk every time they undertake an activity. When they take pupils out to play, they assess the condition of the equipment, the weather and the learning environment. When they carry out an activity in the classroom they assess the risk e.g. using scissors or knives to cut paper/fruit for a fruit salad. Risk assessment is integral to early years supervision and takes account of the particular needs and vulnerabilities of pupils in the EYFS. Safety is the first priority. The minimum legal adult:child ratio is maintained in the Reception classes.

4.3 Supervision meetings for EYFS Staff

Supervision meetings enable staff to discuss issues and identify solutions as well as receive coaching to improve their personal effectiveness. Supervision meetings are held between a manager and each staff member, including assistants, in order to support their roles. This is in addition to regular staff appraisals and other opportunities for staff training.

4.4 Children missing from education

All children, regardless of their circumstances, are entitled to a full time education which is suitable for their age, ability, aptitude and any special educational needs they may have. London Education Authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area and it is the School's responsibility to support them with this. A child going missing from education is a potential indicator of abuse or neglect. Staff follow the School's procedures for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future.

4.5 Missing pupil on site

These procedures may differ slightly according to each school, due to individual site layout and personnel. Further details can be found in the **School Supplements**.

Once a situation has been resolved, those involved should review the reasons for it happening with the Health and Safety Coordinator and ensure that measures are taken to prevent a recurrence.

4.6 Supervision during educational visits

The arrangements for the supervision of pupils during educational visits and trips out of schools are described in the Thomas's Educational Visits and Off Site Activities Policy. Necessary considerations are made for safety, for example, arrangements for crossing roads, or for increased supervision in areas accessible to the public. Records are kept about vehicles in which pupils are transported, including insurance details and a list of named drivers.

Procedures in the case of a pupil going missing whilst off site are covered in Point 15 of the Educational Visits and Off Site Activities Policy. Further details can be found in the **School Supplements**.

4.7 Non-collection of a pupil

Parents of children joining Thomas's provide the following information on the Registration Form and Essential Pupil Information Form (EPIF) which is completed when a pupil joins the school. It is the parents' responsibility to inform the school if any details on this form change.

- Home address, telephone number and email address;
- Work address, telephone number and work email address;
- Mobile telephone number;
- Emergency contact details including telephone number, mobile number and email address.

On occasions when parents are aware that they will not be at home for any period of time they should inform the School Office of the person who will be in loco parentis and how they can be contacted.

On occasions when parents or the person normally authorised to collect the pupil are not able to collect the child, they should record the name, address and telephone number of the person who will be collecting the pupil in the pupil planner. An agreement is made with the parents how to verify the identity of the person who is to collect the child.

Parents are advised that if they are not able to collect the child as planned, they must inform the school. They are also informed that in the event that their children are not collected by an authorised adult and the staff can no longer supervise the pupil in school, the School will apply our child protection procedures.

If a pupil is not collected at the end of their day (i.e. at the end of the day or after an after school activity) specific procedures will be put in place. These may differ according to each school, due to the site layout and personnel. Further details can be found in the ***School Supplements***.

4.8 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, and is available in the staff information documents.

5. MONITORING

This policy is reviewed every two years with the Health and Safety Coordinators across the four Thomas's schools.

6. LEGISLATION AND GUIDANCE

This Policy bears due regard to the following statutory guidance and other advice.

This Policy bears due regard to the following statutory guidance and other advice. DfE statutory guidance 'Keeping children safe in education (KCSIE) (January 2021) (including non-statutory interim supplements to KCSIE issued during the Coronavirus pandemic)

DfE Guidance 'Coronavirus (COVID-19): safeguarding in schools, colleges and other providers' (2020 subject to ongoing DfE updates) and
 'Safeguarding and remote education during coronavirus (COVID-19)'
 London Child Protection Procedures (5th edition 2017 amended March 2019)
 HM Gov guidance 'Working together to safeguard children' (July 2018)
 DfE advice 'Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (July 2018)
 Designated teacher for looked after children (February 2018)

7. POLICY REVIEW RECORD

This policy will be reviewed every two years unless there is a change in legislation		
Revised and rewritten February 2021	By:	Joanna Copland, Vice Principal Justin Aitken, Cross School H&S Lead Nicholas Darmon, H&S Coordinator, Battersea Sophie Fisher, Acting H&S Coordinator, Clapham Lee Walters, H&S Coordinator, Fulham Allie Barnes-Wright, Senior Deputy Head, Kensington
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Next Review: March 2023	By:	Joanna Copland, Vice Principal Cross-School Leads