



SUPERVISION, LOST PUPIL AND NON-COLLECTION POLICY

This policy will be reviewed annually or in response to changes in legislation		
Created	February 2021	School H&S Leads, Vice Principal
Last Review	August 2023	School H&S Leads
Approved	September 2023	Education Board

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 (including Children Missing Education), Early Years Policy, Educational Visits and Off Site Activities (EVOSA) Policy, Safeguarding and Child Protection Policy.

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](#)

[Thomas's Putney Vale 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.
- Volunteers are never 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, they must ensure they have a fully charged mobile phone. .

3. ROLES AND RESPONSIBILITIES

3.1 School Health and Safety Lead

- 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. A qualified teacher is in attendance at all times.

For pupils in year 2 and below, teachers or assistants take pupils to specialist lessons e.g. PE, Music, Ballet, French). No Reception pupil is allowed to walk around the school unsupervised/ unaccompanied, except when using the toilet.

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 or hazardous materials 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.

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 actively 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.

4.4 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. Refer to the Attendance Policy (including Children Missing Education) for further details.

4.5 Missing pupil on site

Details of procedures for each school can be found in the School Supplements.

Once a situation has been resolved, those involved should review the reasons for it happening with the School Health and Safety Lead and ensure that measures are taken to prevent a recurrence. All incidents should be reported to the school Health and Safety Committee.

4.6 Supervision during pupil changing

- Pupils are entitled to respect and privacy at all times, and especially when in a state of undress, including when changing, toileting and showering.
- However, there also needs to be supervision which is appropriate to the needs and age of the pupils concerned to ensure health and safety and to ensure that poor behaviour does not occur.
- The following general guidelines should be observed by staff:
 - To avoid any visually intrusive behaviour;
 - To knock and announce the intention to enter the changing area if supervision is required;
 - To consider the necessary level of supervision and only remain in the room when pupils' needs require this;
 - To only assist with intimate or personal care tasks which the pupil is unable to undertake independently;
 - To never change in the presence or sight of pupils;
 - To never use pupils' toilets or shower with pupils;
 - To ensure that when using external facilities for sport or other trips, time spent in shared public changing rooms or toilets is kept to a minimum. Staff/pupil use of such facilities should be deliberately staggered so as not to coincide.
- For pupils in Reception to Year 2 staff may remain in changing areas as younger pupils need a greater level of supervision and it is more likely they will need some help to dress and/or undress. However, staff must still respect the privacy of pupils and only assist if a pupil is unable to complete a personal task independently.

- For pupils in Years 3 to 6 staff should place themselves at the entrance to the changing area. If a member of staff needs to enter a changing area when pupils are changing for swimming or PE, this should only be to ensure safety or address a genuine concern about a pupil's welfare. Wherever possible there should be a minimum of two members of staff supervising.
- In Years 7 and above, staff should place themselves outside the changing area and should only enter the changing rooms, toilets or shower areas in an emergency or when addressing genuine concerns about a child's safety or welfare, or where there is reasonable suspicion of a breach of school discipline. Wherever possible, there should be a minimum of two members of staff supervising.
- In line with agreed pupil management procedures, it is acceptable for senior staff, duty staff, or staff with specific responsibility for a changing area (e.g. PE/games coaches), to periodically check changing areas or washrooms to confirm that they are being used/occupied appropriately.
- If a member of staff believes their actions in any of these areas could be misinterpreted, the DSL should be informed of the incident and reported via the low level concern form as soon as possible and, if appropriate, a copy placed on the child's file.

4.7 Supervision during educational visits

The arrangements for the supervision of pupils during educational visits and trips out of schools are described in the Educational Visits and Off Site Activities (EVOSA) 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.

4.8 Missing pupil during education visit

For details of the procedures for if a child goes missing whilst on a school trip, refer to the Education Visits and Off-Site Activities (EVOSA) Policy.

4.9 Non-collection of a pupil

Parents provide the school with key contact information when a pupil joins the school. It is the parents' responsibility to inform the school if any details 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 inform the School Office of the name and contact details of the person who will be collecting the pupil. 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. 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.

4.10 Investigation following an incident of a missing pupil

- The Head of Compliance and Health & Safety will arrange for a full investigation to be carried out including written statements from all staff present at the time.
- The Critical Incident Policy will be followed as part of the investigation, detailing among other notes:
 - the date and time of the incident;
 - when the pupil was last seen in the group / visit;
 - the estimated time that the pupil went missing;
 - description of pupil – physical features / clothing etc;
 - what staff / pupils were in the group or visit;
 - what has taken place in the group / visit since then.
- A conclusion will be drawn as to why the incident happened.
- If the incident warrants a police investigation all staff must co-operate fully. In this case, the police will handle all aspects of the investigation, including the interviewing of staff.
- Social Services may be involved if it seems likely that there is a serious safeguarding issue to address.
- The incident is reported under RIDDOR agreements and is recorded in the Incident Book and on CPOMs; the local authority health and safety officer may want to investigate and will decide if there is a case for prosecution.
- After the review, suggested updates to procedures will be discussed and implemented as necessary.

4.11 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. LEGISLATION AND GUIDANCE

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

DfE statutory guidance 'Keeping children safe in education (KCSIE)' (September 2023)

DfE statutory guidance 'Children Missing Education: statutory guidance for local authorities (September 2016) (non-statutory for independent schools)

London Child Protection Procedures (7th edition updated 31 March 2022))

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)