PUPILS' ARRIVAL AND DEPARTURE
CCJS and CCNS is normally open for pupils from 7.30am-4.30pm. Pupils are only allowed on site in accordance with this policy.

Members of the teaching staff are expected to take their share of supervisory duties. The main duty times are:

- Early morning duty (8.20am – 8.40am)
- First Recess duty (10.35-10.50am)
- Lunch-time duty (12.00-1.30pm)
- Fruit prep duty (3.30-3.40pm)
- After-School Prep duty (3.40-4.30pm)

Pupils may arrive at school from 8.20am. From that time, in addition to the staff member on duty, there are always staff on hand who can be contacted in the Staff Room/School Office/Classrooms as required. Pupils who come for Breakfast club may arrive from 7.30 and go straight to the dining room. Early Birds may arrive from 8.00am and should go straight to the Hall where two members of staff supervise. Nursery pupils may also arrive from 8.00am.

Teachers dismiss the pupils at the end of the day and any pupils not attending a club and not collected by 3.40pm are taken to After-School Prep.

All pupils are expected to be collected by 4.30pm unless they are involved in a school-organised activity or event. After-School Prep is a free facility. If a child is not collected from prep or after a school club because a parent is running late the child might wait with a member of staff in a classroom.

For functions or activities, supervision is arranged for pupils staying later, or arriving in school early, by the member of staff organising the event. Members of the PE staff supervise pupils on both home and away matches. Pupils collected late after sporting fixtures will be supervised by PE staff.

Once pupils are dismissed to parents at the end of the day or after an event they then become the responsibility of the parents.

Also for the last section when a child isn't collected from prep or after school club. When a parent has informed us that they are travelling to school the child may be waiting with a member of staff in a classroom.

REGISTRATION
We take a register of pupils for the morning and afternoon sessions. Parents are responsible for notifying the school if their child is absent for any reason. The school will always contact the parent if a child fails to arrive at school without an explanation.

The collation of registers is the responsibility of the Receptionist/Admin Assistant and information regarding attendance is entered into the school database, ISAMs.

A register is also taken during After-School Prep and teachers also register pupils in clubs.
MEDICAL SUPPORT
The Office staff are qualified first aiders and somebody is available from 08.00 to 16.45 to
administer first aid, to deal with any accidents or emergencies, or to help when someone is taken
ill. A number of members of the teaching staff and non-teaching staff, who are trained and
qualified as First Aiders are able to give emergency first aid. The names of First Aiders are published
in the Staff room and on notices around the school. First aid boxes are in all potentially high risk
areas, as well as in the School Office. A defibrillator is available outside the office mounted on the
wall.

IN THE CLASSROOM
Pupils should be supervised appropriately during lesson time with due regard to the nature of the
lesson and the environment. They should not be left unattended.

MORNING AND LUNCHTIME RECESS
Periods of outdoor break times are supervised by two or three members of staff (Teachers and CAs)
in each area from 10.30-10.50am and 12.00-1.30pm. Wet morning break times are supervised by 3
members of Junior Staff and 2 infant staff. Wet lunchtimes are supervised by two or three
members of staff (teachers and CAs) in play zones, (Infant and Junior).

SUPERVISION WHILST TRAVELLING TO AND FROM SCHOOL
Parents are responsible for ensuring that their children travel safely to and from school. Pupils are
supervised by a member of staff when travelling on the school bus, and are expected to behave
responsibly.

SUPERVISION DURING EDUCATIONAL VISITS
The arrangements for the supervision of pupils during educational visits and trips out of school are
described in the Trips and Expeditions Educational Policy.

UNSUPERVISED ACCESS BY PUPILS TO RISKY AREAS
(Please also see AREA SPECIFIC RISK ASSESSMENTS)
Pupils are not allowed to use the Outdoor Classroom, Adventure Play area, obstacle course,
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
kitchen area and Outdoor Classroom. These areas are only accessible to students outside lesson
times when supervised by a member of staff.

Pupils are not allowed access to the Maintenance, Catering and Caretaking areas of the school.
Cupboards containing cleaning materials are kept locked.

SECURITY, ACCESS CONTROL AND WORKPLACE SAFETY
Our Health and Safety Policy and Procedures describes the arrangements for safety of the entire
school.

STAFF INDUCTION
All new members of the teaching staff receive 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.
PART ONE: MISSING CHILD POLICY

1. INTRODUCTION
The safety of our pupils is our priority whilst they are in our care at school. This policy sets out our procedures for dealing with the unlikely event of a child going missing. Every adult who works at the school has been trained to appreciate that he or she has a key responsibility for helping to keep all of the children safe at all times. Our staffing ratios are generous and are deliberately designed to ensure that every child is supervised the whole time that he or she is in our care.

2. ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING FROM THE SCHOOL
Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. In the unlikely event that a child was found to be missing, we would carry out the following actions:

- If a child was thought to be missing from school the Head Teacher should be informed immediately.
- A search of the school grounds should be instigated. Boundary checks will be made by Site Support Staff
- If necessary sound the fire alarm to account for the whereabouts of all pupils
- All members of staff may be required to assist in the search for the missing child and cover may need to be arranged so that the teachers can join the search.
- If the child’s home is within walking distance, a member of staff would set out on foot to attempt to catch up with him/her
- It is important to ask other children if they know of any plans the missing child may have had or if they know of any place they may be going.
- It is imperative to act quickly in such an event and it is better to have a false alarm than a child at risk.
- If the child has not been found after 10 minutes from the initial report of his/her being noted as missing then parents should be notified. The Head Teacher or next most senior member of staff on site will decide at which point the police need to be contacted. When contacting parents or carers please ask them to bring with them a recent photograph of their child
- Staff must try to remember and write down a description of what the child was wearing and any distinguishing features
- If the missing child has any special medical or learning needs then these need to be noted to be disclosed to police or other agencies
- The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care

A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted. Relevant authorities will be informed.
3. ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING ON AN OUTING

The Group Leader will:

- Ensure safety of remaining pupils
- One or more adults should immediately start searching for the child
- Ensure that the staff and management at the location are informed and arrange a thorough search
- If the child is not found within 5 minutes Visit Leader must contact police by phoning 999
- Visit leader should then alert school that the police have been contacted and school will make arrangements to notify parents. When contacting parents or carers please ask them to bring with them a recent photograph of their child
- Staff must try to remember and write down a description of what the child was wearing and any distinguishing features
- If the missing child has any special medical or learning needs, then these need to be noted to be disclosed to police or other agencies.
- The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care

A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted.

4. ACTIONS TO BE FOLLOWED BY STAFF ONCE THE CHILD IS FOUND

- 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/separate from a group on an outing
- The Head Teacher will speak to the parents to discuss events and give an account of the incident
- The Head Teacher will promise a full investigation (if appropriate involving Social Services/Local Children Safeguarding Board).
- Media queries should be referred to the Head Teacher
- The investigation should involve all concerned providing written statements
- The report should be detailed covering: time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, the purpose of the outing, the length of time that the child was missing and how s/he appeared to have gone missing, lessons for the future.

PART TWO: PROCEDURES TO BE FOLLOWED BY STAFF WHEN A CHILD IS NOT COLLECTED ON TIME

In the event that a parent is late collecting their child – the parents should, where possible, contact the office as soon as possible.

Children will be sent to Prep. If Parents are unable to collect before 4.30pm alternative arrangements should be made.
The office or class teacher should be informed if another adult is collecting their child. If the office /Class Teacher have not been informed they WILL NOT release the child until the parents have been contacted.

In the event of a child not being collected from the bus at the Senior School.
   1. Pupils will be taken to the main school office
   2. Parents contact and emergency contact numbers will be telephoned.
   3. Bus supervisor will remain with the pupil
   4. Bus mobile phone will be on.
   5. If child is not collected Bus Chaperone will seek assistance from SMT member

If a parent fails to collect their child and cannot be contacted the emergency numbers given to the school will be contacted. In the rare event that no one can be contacted we will contact parents of friends for further information and additional phone numbers. At this stage – if we have been unable to contact a member of the family – Hampshire Children’s Services will be contacted on 0845 603 5620 or 0845 600 4555. Social Care will make emergency arrangements for the child and will arrange for a visit to be made to the child’s house and will check with the Police.

We will make a full written report of the incident.

We undertake to look after the child safely throughout the time that he or she remains under our care.

April 2017
Next review date: Sept 2017