



Pupil Supervision and Lost & Missing Children Policy

Alleyn's Hampstead Senior School

EUROPE
2026

Registered in England & Wales - Cognita Schools Limited No. 02313425
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THRIVE IN A RAPIDLY EVOLVING WORLD

1. Introduction

- 1.1. Alleen's Hampstead Senior School takes seriously its responsibility to ensure that pupils are always supervised properly to ensure their safety while on school premises or on out of school visits. Staff who supervise are mindful of our safeguarding and our health and safety requirements. This policy applies to all year groups.
- 1.2. This policy applies to all children.

2. Working Day

- 2.1. The school day is as follows:

Age range	Timings
11-16	8:15am – 4:00pm
16-18	8:15am – 5:00pm

3. Start of Day Arrangements

- 3.1. When pupils arrive at school, they are expected to wait in the front playground or the dining room until 8.20am. At 8.20am the duty member of staff will ring the bell, and pupils will make their way to their form rooms to be registered. If a child does not arrive at school we will follow our Child Missing in Education Policy.
- 3.2. Before school, the following supervision arrangements are in place: A duty member of staff is present in the front playground.

4. Break Time Arrangements

- 4.1. During break, the following arrangements are in place Year's 7 -12 are supervised in the back playground. The Dining Room is also supervised and is open to all year groups.
- 4.2. During break, the following supervision arrangements are in place: One member of staff is supervising the front playground, two members of staff are supervising the dining room, two members of staff are supervising the back playground, and one member of staff is on Duty Lead to ensure all staff members are present. If there is a wet break Year 7's will be supervised in the auditorium, Year's 8 and 9 will be supervised in the Dining Room and Years 10.11 and 12 will be supervised in the Sports Hall.

5. Lunch Time Arrangements

- 5.1. During lunch, the following arrangements are in place: Lunch is split across two periods and depending on the day pupils will either have lunch during period 5 or period 6. Years 7-13 will be in the back playground during their assigned period and will line up for lunch when called to do so by the duty lead. Year 11's, Year 12's and Year 13's will be permitted to go offsite for lunch as long as a parental consent form has been signed and returned.
- 5.2. During lunch, the following supervision arrangements are in place: Year's 7 -13 are supervised in the back playground. The Dining Room is also supervised and additionally a member of staff will be on duty lead. During a wet lunch one year group will be eating under supervision in the dining room whilst the other two-year groups are split between the Sports Hall and the Auditorium both of which will be supervised by a member of staff. Once the year group in the dining room has finished eating, they will swap with one of the year groups in the before mentioned supervised spaces.

6. End of School Day Arrangements

- 6.1. Pupils are expected to leave the premises by 4:15pm unless they are attending an after-school activity. No pupils may be in any other area of the school site unless under the direct supervision of an authorised adult.
- 6.2. Schools will support any court orders in place, in relation to collection of pupils and contact arrangements. Should a parent/carer who is due to collect their child according to the order not arrive, then the school will telephone them initially. If schools fail to make contact within 30 minutes, the school will call the other parent/carer and request they collect their child. Should a parent/carer, who is not due to collect their child arrive at the school with the aim of collection, then the parent/carer will be advised to make agreed arrangements. This communication will take place off site (see Safeguarding and Child Protection Policy).

7. Non-Collection Arrangements at End of Formal School Day

- 7.1. If a pupil is not collected from school by their responsible adult, they should notify reception.
- 7.2. The following procedure will be followed when a pupil is not collected: Reception will try to contact the primary contact for the child before attempting to contact the secondary contact and then the emergency contact. If the child has not been collected by 5.30pm, and contact has not been achieved with anyone with parental responsibility or emergency contact details then your local authorities' children's social care will be contacted.

8. After School Activities

- 8.1. When attending an after-school activity, pupils are supervised by authorised adults. The adult facilitating the after-school activity is responsible for taking a register at the activity. If a child on the register does not attend, then reception will be informed and they will contact the parents of that child to inform them.
- 8.2. No pupil should leave without the authorisation of the adult leading the activity.
- 8.3. The following procedure will be followed when a pupil is not collected by their parents/carers at the end of the After School Activity: Reception will attempt to contact primary contacts before attempting to contact the emergency contact. If there has been no communication from an adult with parental responsibility or emergency contact, then your local authorities' children's social care will be contacted.

9. Sporting Fixtures

- 9.1. PE staff supervise pupils when at fixtures. There will be at least two members of staff present at each fixture in case of injury or illness affecting an individual child.
- 9.2. Parents/carers are always informed of the finish times and where they must collect their children.
- 9.3. No pupil should leave the sporting fixture and the supervision of the staff member without their authorisation and their handover to their parent/carer supervised.
- 9.4. The following procedure will be followed when a pupil is not collected from a sporting fixture: Reception will attempt to contact primary contacts before attempting to contact the emergency contact. If there has been no communication from an adult with parental responsibility or emergency contact, then your local authorities' children's social care will be contacted.

10. Travel to and from School on Buses

- 10.1. Parents/carers are responsible for ensuring that their child (ren) travel safely to and from school. Pupils are not supervised by school staff when travelling on buses and they are expected to behave responsibly and to follow the driver's instructions. This includes wearing a seat belt at all times.
- 10.2. The Headteacher reserves the right to prohibit a specific pupil from travelling on school sponsored transport if their behaviour does not meet the required standard.
- 10.3. Please see above section 3.3. for arrival information and 6.2 for departure information.

11. Leaving the Site during the School Day

- 11.1. It is expected that all pupils will be on site for the entire day unless they have specific permission to leave. Year 11 pupils will be able to leave the school site during break and lunch if a parental consent form has been completed and returned.

12. Specific Arrangements for Sixth Form

- 12.1. Sixth form pupils will be able to leave the school site during break and lunch if a parental consent form has been completed and returned.

13. Supervision Duties

- 13.1. All members of the staff are expected to take their share of break and lunchtime supervisory duties. For more information on staff duties, please see the duty rota.
- 13.2. All classes will be supervised by the relevant teacher/staff member and in certain subjects, for example food, art and science; the teacher may be supported by a technician.
- 13.3. Pupils will never be in classrooms without a member of staff supervising them. Following a lesson: the last pupil will leave the classroom and then the supervising member of staff will check that all pupils have left before leaving the room themselves.

14. Supervision during PE Lessons, including Changing Arrangements

- 14.1. PE lessons are supervised by members of the teaching staff. When older pupils are changing or showering, teachers must be mindful of both their responsibility for appropriate supervision and the need for a pupil's privacy, with due regard for the Safeguarding and Child Protection Policy. Staff will only enter the changing facilities where they believe not to do so may place a pupil at risk. Younger children e.g., those under aged 7 years, and those with SEND may require full supervision or support with changing, undertaken by two teachers being present.

15. Medical Support

- 15.1. There is a qualified welfare officer on duty from 8:30am to 4:30pm every day. They are available to administer first aid, to help if someone is ill or injured, and to deal with

any accidents or emergencies. A pupil who feels unwell during the day should report to reception.

16. Supervision in Remote Locations

- 16.1. Some potentially dangerous areas of the school are out of bounds to unsupervised pupils. These include science laboratories and the grounds, maintenance, catering and caretaking areas of the school.

For Educational Visits – please see Educational Visits policy

17. Lost or Missing Children

- 17.1. In the instance that a pupil is lost or missing whilst on the school site we will follow the following procedure: The truancy member of staff will check all possible locations on the school site, and an all-staff email will be sent out to see if the child can be located. If unsuccessful the school will then contact parents to check if the child has made contact with them, we will then contact the emergency services if required.
- 17.2. In the instance that a pupil is thought to be lost or missing on whilst off-site we will follow the following procedure: The school will be notified, parents will be contacted, emergency services will be contacted if required.

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