



CHANNING SCHOOL

Supervision and Before and After School Care Policy

This policy applies to the whole school including to the Early Years Foundation Stage (EYFS)

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SUPERVISION AND BEFORE AND AFTER SCHOOL CARE POLICY

This policy should be read in conjunction with the School's Safeguarding and Child Protection Policy, Health and Safety Policy, Fire Prevention Policy and First Aid Policy

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1. Supervision and daily routines at Senior School

ARRIVAL

Staff

Staff should be in school in time to attend morning briefings, year/departments meetings and T&L briefings at 8.10am. Tutors should be in form rooms punctually at 8.25am and they should accompany forms to assembly.

Pupils

Pupils should not arrive in school before 8am.

In the event pupils arrive in school before 8.00am.

1. Years 7 to 11 who arrive before 8.00am should wait in the school Dining Room.
2. Years 12 and 13 may go directly to the Sixth Form Centre on arrival.
3. The Deputy Head is available in the office or via mobile phone from 7:30am. In his absence, the Deputy Head (Academic) is available.
4. In the event of a fire between 7:30am and 8.00am the Deputy Head (or in his absence Deputy Head (Academic)) has responsibility for the

school. Once the alarm has been sounded, evacuation of the building should follow. The duty kitchen staff will ensure that all pupils leave the dining room and proceed to the designated assembly points. The Deputy Head will ensure that the fire services are contacted, and the safety of pupils and staff is ensured including appropriate roll calls. Before 7:30am, the maintenance team is responsible for any fires or emergencies and can contact the SLT via mobile phones.

Staff Briefings

Staff briefing meetings and T&L briefings are alternating weekly on Mondays at 8.10am. Year group meetings and Departmental briefings take place alternating on Fridays at 8.10am. The cover arrangements will be emailed to staff at the beginning of each day; all staff should check their email to ensure that they are aware of any cover duties that they may have.

BREAK & LUNCH TIMES

All staff are required to carry out the duties they are allocated efficiently; they need to be vigilant and visible to pupils. Pupils should be aware that there is supervision and that it is carried out responsibly. It is essential that all colleagues act instantly whenever pupils are misbehaving and not leave the matter to the person on duty or the form tutor. Most full time staff have 2 supervision duties and part time staff have 1 duty. The Deputy Head draws up the rota which is published to staff at the beginning of each term

Notification of any permanent changes to the rota should be given to the Deputy Head, the Exams Officer and Deputy Head (Academic), should they arise.

SLT is always contactable during break and lunch times.

General Staff Responsibilities

- All staff must arrive punctually to their allocated areas for duty.
- Pupils may stay in their form rooms at lunch and break times if they are sensibly occupied and well behaved. They are also welcome to use the Library during break times.


- No food or drink is allowed inside the classrooms, except water.
- Breakfast and lunch, except for fruit, must be eaten in the dining room. Fruit may be eaten outside. There may be occasional exceptions, which are clarified at the time.
- All rubbish must be deposited in the nearest bin.
- No pupils should be in the Halls or AC **without staff supervision** at any time.
- If a member of staff knows that they will not be in school for their usual break duty, it is up to *them* to arrange a duty swap and to inform the Deputy Head (Academic) and Exams Officer.
- If a staff member needs to leave their supervision duty at any point, or is required to accompany a child inside, they must alert another member of staff using the red card system, so that they can be covered and staff to pupil ratios remain the same.
- The Welfare Assistant in the Junior School is required to be out during all break times, clearly visible to the children. If, for any reason, the Welfare Assistant needs to go inside to treat a child, they must alert another member of staff using the red card system, so that they can be covered and staff to pupil ratios remain the same.

Morning Break Duty 10.25 – 10.45am

The pupils are served snacks during morning break in the main dining room.

Supervision Duties

The details of the Senior School Supervisor Duties are managed in this [document](#):

 Supervision Duties 24/25

Afternoon registration for Years 7-13 is taken in afternoon lessons.

Pupils remaining in school after the end of the school day but not involved in an activity

1. Pupils are expected to sign in the Library when they enter and to sign out as they

leave.

2. Pupils in Years 7-11 should remain in the library and must not wander around the school.
3. The library is supervised until 5.30pm Monday – Thursday.
4. In the event of an incident a sixth former should inform the Head of Sixth Form or a member of SLT as indicated below.
6. A member of SLT is on duty Monday-Friday **after school for an hour after school finishes**. They can be contacted by telephone in their respective rooms or via the School Office, which is staffed until 7pm **and holds a list of SLT on duty and their contact details for emergencies**.

Pupils remaining in school after the end of the school day and involved in a school activity

1. The member of staff organising the activity or event is responsible for the supervision of the pupils involved.
2. The member of staff in charge should take a register of the pupils involved.
3. The pupils should be supervised by the teacher in charge until they leave the school site.
4. A separate risk assessment must be made for any activity after school.

In the event of a fire/emergency between 4pm and 5.30pm the Deputy Head (or the designated member of SLT) has responsibility for the school.

The following should happen:

- a. Once the alarm has been sounded, evacuation of the building should follow.
- b. The duty member of SLT should contact the fire services, proceed to the designated assembly point and conduct a roll-call.
- b. Those staff managing activities should escort pupils to designated assembly points with their register.
- c. The librarian should clear the library and take the list of names of those remaining in the library/Art Studio to the designated assembly point.
- d. Pupils should leave by the nearest fire exit and head to the designated assembly point.
- e. The School Office staff will take the registers and fire lists,

including those for Sixth formers, and Late and Signing Out Books from the Office to the Assembly Points and distribute to the relevant staff as promptly as possible.

TIMINGS

Registration 8.25am followed by form time / assembly
5 minutes walking time
Period 1 8.55 - 9.40
5 minutes walking time
Period 2 9.45 - 10.30
Period 3 10.50-11.35
5 minutes walking time
Period 4 11.40 -12.25
Period 5 1.35-2.20
5 minutes walking time
Period 6 2.25-3.10
5 minutes walking time (Monday, Wednesday & Thursday)
Period 7 3.15-4.00

2. Supervision and daily routines at Junior School

These procedures are in place in order to ensure the safety and wellbeing of the pupils during the school day.

ARRIVAL

Staff

Staff should be in school for an 8am start. Teaching Assistants should be in their year group form rooms for an 8am start unless they are on supervision duty in other areas of the school. Form Teachers should be in form rooms from 8am and must collect their form at 8.20am from the playground. All teachers (Form and Specialist) and Teaching Assistants need to attend Monday assembly and special assemblies on other mornings for an 8.30am start. It is the Form Teacher's responsibility to accompany their form to assembly and to sit by the girls so that they can keep an eye on them.

The cover arrangements will be emailed to staff by the Deputy Head at the beginning of each day; all staff should check their emails to ensure that they are aware of any lesson and/or supervision cover that they may have.

Pupils

Our wraparound care provision is run by Let's Leap (an external provider offering activity-based clubs and childcare services) and is overseen by the Head of EY&KS1 and the Head of KS2. Pupils can arrive between 7.30am and 7.55am and make use of the before-school care provision, Early Birds in Fairseat Hall, where they can take part in activities and eat breakfast. They are signed in by Let's Leap on the iPads. This provision must be booked in advance by parents via the Let's Leap Magic Booking portal.

The main wooden gates will open at 8am (the smaller side gate will not be opened in the mornings); all parents and girls can come into the courtyard. At this time, the Head, or in her absence a member of the Junior School Senior Team, will open the metal gates so that from 8am - 8.20am the girls are able to go down to the playground where there are staff supervising. At 8.20am, all Form Teachers will collect their form from the top playground. Any girls arriving after 8.30am will need to go through the main entrance and sign in via

the Office. Lessons/assemblies start at 8.30am.

In the event of a fire before 8.00am, the Head of EYFS and KSI or the Head of Key Stage 2 (who oversee the wraparound care provision) or another member of the Junior School Senior Team in their absence will have responsibility for the school. Once the alarm has been sounded, evacuation of the building should follow. Let's Leap staff members on Early Birds supervision will ensure that all pupils leave Fairseat Hall and proceed to the designated assembly points. The Head of EYFS and KSI or the Head of Key Stage 2 or another member of the Junior School Senior Team will contact the fire services or instruct the School Office on their behalf and will take a roll-call of pupils when they arrive at the designated points.

Early Birds (Monday - Friday) Pupils can arrive between 7.30am and 7.55am for Early Birds.
Beginning of the day (Monday - Friday) All pupils can arrive and be supervised in the playground: 8am - 8.20am

End of day (Monday - Friday)
Reception (side gate): 3.00 - 3.10pm Year 1 side gate (iron gates to the courtyard): 3.10 - 3.20pm Year 2 (iron gates to the courtyard side gate): 3.10 - 3.20pm Year 3 (side gate): 3.30 - 3.35pm Year 4 (iron gates to the courtyard): 3.30 - 3.35pm Year 5 (side gate): 3.35 - 3.40pm Year 6 (iron gates to the courtyard): 3.35 - 3.40pm

Staff Meetings

Staff Meetings are held every Tuesday from 4pm-5.00pm. Teaching Assistants that work on that day are expected to attend the briefing section or complete directed CPD from 4pm-4.30pm. All teachers that work on that day are expected to attend the full meeting where there is a teaching and learning or pastoral focus from 4.30-5pm. Minutes of meetings are emailed

to all staff after the meeting. It is expected that staff that have missed the meeting read the minutes to keep up to date with the information given.

Every half term there is a whole school Staff Meeting at the Senior School that all staff need to attend.

Teaching Staffing Ratios

In Reception, there is a staffing ratio, of at least 1:25, with a Form Teacher or Specialist Teacher who has Qualified Teacher Status supported by a Teaching Assistant, most who have a full and relevant Level 3 Qualification or are working towards this. The pupils are allocated a key person, their Form Teacher, who ensures that their care is tailored to meet their needs.

In Key Stage 1 and 2, the staffing ratio is at least 1:25 with a Form Teacher or Specialist Teacher who has Qualified Teacher Status supported by a Teaching Assistant in some of the lessons.

Specialist Teachers are also supported by Teaching Assistants as appropriate and there is a PE Assistant who supports PE lessons. In the Autumn Term, for the purposes of transition, specialist lessons apart from PE (outside or in Fairseat Hall) and Reading for Pleasure (Library) are taught in the Reception form rooms.

LUNCH & BREAK TIMES

During break times, all girls in EY, KS1 and KS2 play together. They are served a snack during breaktime. Lunchtimes are staggered in Fairseat Hall and outside.

Breaktimes	Lunchtimes
EY & KS1: 10.00am - 10.30am	EY & KS1: 11.30am - 12.30pm
KS2: 10.00am - 10.30am	KS2: 12.30pm - 13.30pm

In order to ensure the safety and welfare of the girls, a number of procedures have been put in place. There are always adequate staff members on supervision outside for morning and lunch breaks. We adhere to the EYFS ratios. We also have a Welfare Assistant who supports the other staff with First Aid and the wellbeing of pupils. The Deputy Head creates a Supervision Rota to share with all staff: [Supervision Rota](#)

The Welfare Assistant should:

- sit on the the first aid bench (there is a green sign) so pupils know where they are
- have the first aid bag to hand
- administer first aid to anyone who needs it and follow the guidelines for health and safety in the playground, completing, as appropriate, the First Aid forms, the head bumps forms and the EYFS accidents forms (for Reception pupils) (see appendices on Head Injury in the First Aid Policy).

In the playground the member of staff on supervision should:

- arrive in the playground promptly for the start of the supervision.
- be wearing a Channing blue high vis jacket.
- patrol the playground to make sure that all the pupils are playing safely.
- walk around and in a different area to other staff so that they are proactively supervising the girls.
- do not join in with the girls' games, sit down or use the time to have a chat with one of their colleagues.
- administer first aid to anyone who needs it and follow the guidelines for health and safety in the playground, completing, as appropriate, the First Aid forms, the head bumps forms and the EYFS accidents forms (for Reception pupils) (see appendices on Head Injury in the First Aid Policy).
- ensure that the pupils ask permission to go inside to the toilet or fetch something from the cloakrooms and not remain inside for any length of time. There are toilet and office passes in the First Aid bags.
- support the pupils in taking out the equipment at lunch time.
- ensure no food is taken on the Multi-Use Games Area (MUGA).

- ring the bell promptly at the end of break and lunch and supervise an orderly line up in alphabetical order and entrance into school.
- One teacher on supervision needs to select a form to put the gem in a jar (see Behaviour Policy). At the end of each half term, the winning form is announced and the girls get a special treat following discussion with their Form Teacher.

Lunch time

The pupils eat lunch in staggered sittings commencing with Reception at 11.30am. Years 1 and 2 follow. In Fairseat Hall, the pupils are supervised by a member of staff. They are encouraged to select a healthy meal from the wide variety of hot and cold food available. All the food must be consumed sitting at the tables. For KS2, there is a rota to ensure different year groups are able to eat lunch first every day. After selecting their food, the girls sit and eat their lunch with their peers in the same year group.

Wet Break

When it rains heavily, the pupils stay in their designated classrooms. The staff follow the 'Inclement Weather Rota' created by the Deputy Head to ensure everyone has a break and all pupils are supervised accordingly.

[Inclement Weather Rota](#)

AFTERNOON REGISTRATION

After lunch break, pupils return to their form rooms where the Form or specialist Teachers take the register.

THE END OF THE SCHOOL DAY

Dismissal at the end of the day is staggered with Form Teachers (or sometimes Specialist Teachers or Teaching Assistants) dismissing the girls from the iron gate by the courtyard or the small gate (see table above). Teachers shake the pupil's hands and say 'good afternoon' before they dismiss them individually. Parents collecting pupils in Year 2, Year 4 and Year 6 are invited to gather in the courtyard to pick up their daughters after they have been dismissed from the iron gates. Parents collecting pupils in Reception, Year 1, Year 3 and Year 5

collect from the side gate. The Form Teacher must ensure that each child goes home with either her own parent or an adult specified in her collection arrangements on [Schoolbase](#). Pupils are not released to anybody without prior notice from parents. For any child who is not collected, the 'Pupil Not Collected from School' policy (Appendix A) is followed.

Clubs

There is extensive club provision provided by school staff (Teachers and Teaching Assistants) and external club leaders. Children wait for their club's start time in the school's Club Waiters Provision where they receive a snack. This is supervised by Teaching Assistants.

Internal clubs	External clubs
EY & KS1: 3.30pm - 4pm KS2: 3.45pm - 4.15pm	EY & KS1: Times vary, ranging from 3.00pm to 3.30pm start. KS2: Start at 4.15pm with varying end times.

The staffing ratios for clubs in EY/KS1 are at least 1:25, and in KS2 1:30, for Teachers, and 1:15 for Teaching Assistants in all Key Stages. All clubs with Early Years children have a member of staff with Qualified Teacher Status present. After their club, children are dismissed from the front gate. For any child who is not collected after their club, and who is not on the Late Owls register, the 'Pupil not collected from School' (Appendix A) policy is followed.

Wraparound Care

Parents sign up for wraparound care via the [Let's Leap Magic Booking System](#) on their website. Parents are able to amend bookings until 12.00pm on the day of the provision and can sign up until 3.00pm on the day.

Early Birds

This provision runs from 7.30am until 8.00am and is led by Let's Leap and overseen by the Head of EY and KS1 and the Head of KS2, who are onsite for advice and support as required. The children are dropped off at the front door by their parents, greeted by Let's Leap staff and make their way

to the Fairseat Hall, where they are signed in on iPads by Let's Leap staff. Breakfast is available and pupils can engage in a range of activities. The staffing ratios for Early Birds are 1:8 for Early Years children and 1:25 for all others. There is always a member of staff with Paediatric First Aid onsite. Parents must sign their daughter up in advance for her to attend Early Birds.

Late Collection

Girls in EY/KS1, who are not collected at their dismissal time, and who are not signed up for Late Owls, are taken to Late Collection. The staffing ratios for Late Collection are 1:8 for Early Years children and 1:25 for all others. This provision is supervised by Channing members of staff (Teaching Assistants); there is an allocated member of the Junior School Senior Team supporting Late Collection onsite at all times. There is always a member of staff with Paediatric First Aid onsite.

The provision is located in the Library. Pupils are signed into Late Collection on the register via the iPad. Girls enjoy a calm activity such as quiet or shared reading, mindfulness or colouring while they wait to be collected. Parents are able to collect their daughter at any time within Late Collection directly from the external door outside the Library. At 3.35pm, pupils who have not been collected are taken to the Office; their parents are called by the Office staff at this time to arrange collection. See the 'Pupil not collected from School' (Appendix A) policy for more information.

Sister Stop

This provision is available for any pupil in Reception - Year 2 with a sibling in KS2, allowing pupils to wait until their older sister's collection time to be collected from school. The staffing ratio for Sister Stop is 1:25 and is supervised by a qualified teacher who registers the girls on arrival via iPad. Sister Stop is located in the library. If any pupils are not collected after the end-time of Sister Stop (3:35pm), the teacher supervising will take them to the Office; parents are called by the Office staff at this time to arrange collection. See the 'Pupil not collected from School' (Appendix A) policy

for more information.

Late Owls

This runs from 3.00pm - 6.00pm and is led by Let's Leap and overseen by the Head of EY and KS1 and the Head of KS2. Parents sign up in advance to send their daughter to Late Owls (via the Let's Leap website). The pupils are offered a snack of soup and sandwiches and there are a range of stimulating activities for them to do. The staffing ratios for Late Owls is 1:8 for Early Years children and 1:25 for KS1 and KS2.

Pupils in KS2, who are not collected at their dismissal time, and who are not on the Late Owls register, are taken down to the Office by their Form Teacher. If they have not been picked up by 3.50pm, their parents will be called by the Office staff to arrange collection. There is an allocated member of the Junior School Senior Team supporting after-school care onsite at all times, they remain on duty until the last child has left. There is always a member of staff with Paediatric First Aid onsite. If children are not picked up, the 'Pupil not collected from School' (Appendix A) policy is followed.

In the event of a fire after dismissal, the member of the Junior School Senior Team who is in charge of Late Owls will have responsibility for the school. Once the alarm has been sounded, evacuation of the building should follow. Let's Leap will ensure that all pupils leave Fairseat Hall and proceed to the designated assembly points. The member of the Junior School Senior Team in charge of Late Owls will contact the fire services or instruct the School Office staff on their behalf and will take a roll-call of pupils when they arrive at the designated points. Pupils in after-school clubs will be escorted to the designated assembly point by their club leader. Pupils in Club Waiters will be escorted to the designated assembly point by the Teaching Assistant supervising them in their Club Waiters classroom.

Appendix A - Pupil not collected from School policy (Junior School & Senior School)

The school recognises that it has a statutory duty to safeguard and promote the welfare of pupils, and that this duty extends to having arrangements in place for dealing with pupils who are not collected at the end of a school day, or at the end of an authorised activity, for example a club, trip and sports match.

On admission of their child to the school, parents supply:

- names and full addresses of parents/carers (and confirmation of parental responsibility)
- home, work and mobile phone numbers
- Two emergency contacts who may be called in the event of the parents/carers being unreachable or in the case of an emergency

This information should be updated at least annually and parents are told of the need to inform the School if there are changes to the details given on admission.

Where pupils are not collected and are not competent to go home themselves

This includes circumstances where a parent or other person that normally collects a pupil is not safe to do so due to intoxication through alcohol or drug use. Guiding principle: it is better that a pupil is in a place with people with whom they are familiar where this is consistent with safe care.

- Check with the pupil, where age appropriate, if they have any additional contacts they could contact and/or go to.
- The school will try to identify alternative arrangements for a pupil in line with parents'/carers' recorded wishes. Older brothers and sisters can be acceptable carers depending on their age and competence.
- An older child who expects to be collected on a particular day but often goes home independently can, after reasonable enquiries (is there anyone at home, phone call to alternative adult), be permitted to make their own way home. They should inform the School by

phone on their safe arrival home.

At the end of the school day

- Reception - Year 6 children: If a parent or carer is not present, the pupil will remain in the school building where they can be supervised. Before 3:35pm, pupils in Reception and KSI wait in Late Collection (located in the library). After this time, pupils wait by the Office where they are supervised by a Teaching Assistant and a member of the Senior Team is informed. Pupils should not attend after school clubs without parental permission. If verbal or written consent is gained, a pupil can attend Late Owls for an ad-hoc session.

EY/KSI pupils

- After their collection time, Form Teachers will take pupils who have not been collected to Late Collection, which runs from 3.10pm - 3.35pm or to Sister Stop (if they are eligible to attend).
- At 3.35pm (at the end of EY/KSI Late Collection and Sister Stop), remaining pupils will be taken to the Office by supervising members of staff. The Senior Team will be informed and will supervise.
- The Office staff will try to contact emergency contacts to arrange collection via telephone.
- The pupil may be taken home by another child's parent/carers if the school has agreement from their parent/carers.
- If verbal or written consent is gained, a pupil can attend Late Owls for an ad-hoc session.
- If collection is unable to be arranged, the pupil will remain by the Office where they will be supervised by a Teaching Assistant from 4pm.

KS2 pupils

- If a pupil has not been collected after their dismissal time (3.35pm in Year 3 and 4; 3.40pm in Year 5 and 6), their Form Teacher will take them to the Office and inform the Receptionist. They will remain supervised by their Form Teacher at this time.

- If a child has still not been collected by 3.50pm (15 minutes after dismissal for Years 3 & 4, 10 minutes after dismissal for Years 5 & 6), the Office staff will try the emergency contacts to inform them that their daughter has not been collected.
- The Senior Team will be informed at this time and will help supervise.
- The pupil may be taken home by another child's parent/carer if the school has agreement from their parent/carer.
- If verbal or written consent is gained, a pupil can attend Late Owls for an ad-hoc session.
- Uncollected pupils will be supervised by a Teaching Assistant from 4pm.

+ 30 minutes (after the above times, if not successfully contacted by the office staff)

- Check with the pupil, where age appropriate, if they have any additional contacts with whom they could go.
- The school will try to identify an alternative arrangement for a pupil in line with the parents/carers recorded wishes. Older brothers and sisters can be acceptable carers depending on their age and competence. An older pupil who expects to be collected on a particular day but often goes home independently can, after reasonable enquiries (is there anyone at home, phone call to alternative adult), be permitted to make their own way home.
- A message should be sent to parents/carers via email and/or on the contact numbers setting out the school's actions.

+ 45 minutes (after the above times, if not successfully contacted by the office staff)

- Should the responsible adult arrive during this period, a member of JSST should seek an explanation for the delay. Depending on the explanation, a referral to social care may be discussed with them. Children should not be released to persons who are not competent due to the intoxication of alcohol or drugs. An immediate referral to the Police and Children's Social Care may be required in their instance.
- If, after 45 minutes, it has not been possible to contact parents/carers or emergency contacts then the local Police may be informed of the situation. The Head of the Junior School/Designated

Safeguarding Lead or a Deputy Designated Safeguarding

Lead could also contact the Referral Team of Social Services to inform them of a possible issue.

- Inform the Police and Children's Social Care Team that you have an abandoned child at your School. Names, addresses and contacts will be shared with the Children's Social Care Team and the police will pass any useful information back to assist the School to locate parents/carers.
- The Children's Social Care Team, in liaison with School staff, will try to identify a placement with a person known to the child. If no placement can be identified, then the Social Worker and School staff member will place the child in a foster placement as they have been technically abandoned. Notice of actions will then be communicated to the family by the Social Worker/school staff member. Police and the Emergency Duty Team will be advised of the outcome.

+ 24 hours (after the above times, if not successfully contacted by the office staff)

- A record of actions should be made by all agencies.
- The School will record the incident and actions on CPOMS. Social care staff will seek to see the parents.
- The Children's Social Care Team, in liaison with School staff, will try to identify a relative.

Senior School pupils

- All Senior School pupils are deemed to be competent to make their own way home at the end of the school day unless there are individual and specific reasons why this may not be the case.
- Staff will highlight concerns regarding a pupil's way home to the pastoral team. This might involve concerns about extremely long journeys or where staff are concerned about the welfare of the child. Staff would follow procedures highlighted in the Safeguarding and Child Protection Policy and Procedures.

Appendix B - Missing child policy

If a pupil goes missing from the school site:

- The register is checked to make sure no other pupil has also gone missing.
- The teacher in charge of the form will inform the School Office staff, who will contact the HoY/HoKS or a member of SLT/JSST as well as carry out an initial search of the building and grounds/garden/playground calmly. A search will be made of likely and possible locations within the school and the School Nurse/Welfare Assistant informed.
- Doors and gates will be checked to see if there has been a breach of security whereby a pupil/student may have wandered out.
- Members of the SLT/JSST will talk to staff and pupils/students to establish what happened, where, when and with whom and in what frame of mind the child was last seen.
- The Headmistress or Deputy in the SS/ Head of the Junior School or Deputy will then be informed and consulted before any further action is taken.
- If the child is not found the parent(s)/guardian(s) will be contacted. Care and forethought will be needed so as not to alarm them unduly. They do need to be informed as the child may contact them directly.
- Local police will be contacted and the missing child reported. It must be emphasised to the police that it is a child who is missing.

If a child goes missing from a trip/an outing (in line with the School's Educational Trips and Visits Policy):

- Keep counting your group. Check by calling out names. Carry an accurate list of names (and photos in the Junior School) so that a missing pupil is quickly identified.
- Do not search for more than 15-20 minutes before enlisting extra/professional help.
- Decide whether the party should wait, go on or go back but never split the group. Only adults should go for help, remain behind to search, accompany casualties to hospital or (in exceptional cases) at least 2 very senior pupils.
- Ensure that the rest of the group is adequately supervised at all times.

- Any major problem must be reported by telephone to the school as soon as possible. Then concentrate on looking after the pupils, as the school will cope with everything else.
- Do not under any circumstances allow any group member to make any statements to the Press. Refer them to the school.

The investigation

After the event/once the trip has returned to school the Headmistress or Head of the Junior School as appropriate will carry out a full investigation taking written statements from all the staff present at the time, or who were on the outing.

The Group Leader and key staff will write an incident report detailing:

- The date and time of the report;
- What staff/pupils were in the group/on the outing;
- When the pupil was last seen in the group/on the outing;
- What had taken place in the group/on the outing since then; and
- The time estimated that the pupil went missing.
- A conclusion will be drawn as to how the breach of security happened.
- If the incident warrants a police investigation, all staff will cooperate fully. In this case, the police will handle all aspects of the investigation, including interviewing the staff. Social Services may be involved if it seems likely that there is a child protection or safeguarding issue to address.
- The incident will be reported under RIDDOR arrangements and will be recorded in the incident book; the local authority health and safety officer may want to investigate and will decide if there is a case for prosecution.
- Governors will be informed.
- The Insurance Department at the Pre-School Learning Alliance will be informed and other insurers as appropriate.
- Ofsted may be informed, if appropriate. This is only relevant to children in Reception.

Appendix C - Before and After School Care policy, Junior School

The school offers a combination of internally and externally-run wraparound care provisions.

- Internal: Late Collection, Sister Stop, Club Waiters
- External: Early Birds and Late Owls

INTERNALLY-RUN PROVISIONS (AFTER-SCHOOL ONLY)

See full guidance here

Late Collection

Girls in EY/KS1, who are not collected at their dismissal time, and who are not signed up for Late Owls are taken to Late Collection. The staffing ratios for Late Collection are 1:8 for Early Years children and 1:25 for all others. This provision is supervised by Channing members of staff (Teaching Assistants); there is an allocated member of the Junior School Senior Team supporting Late Collection onsite at all times. There is always a member of staff with Paediatric First Aid onsite. The provision is located in the Library. Pupils are signed into Late Collection on the register via the iPad. Girls enjoy a calm activity such as quiet or shared reading, mindfulness or colouring while they wait to be collected. Parents are able to collect their daughter at any time within Late Collection directly from the external door outside the Library. At 3.35pm, pupils who have not been collected are taken to the Office; their parents are called by the Office at this time to arrange collection. See the 'Pupil not collected from School' (Appendix A) policy for more information.

Sister Stop

This provision is available for any pupil in Reception - Year 2 with a sibling in KS2, allowing pupils to wait until their older sister's collection time to be collected from school. The staffing ratio for Sister Stop is 1:25 and is supervised by a qualified teacher who registers the girls on arrival via the iPad. Sister Stop is located in the library. If any pupils are not collected after

the end-time of Sister Stop (3:35pm), the supervising teacher will take them to the Office; parents are called by the Office at this time to arrange collection. See the 'Pupil not collected from School' (Appendix A) policy for more information.

Club Waiters

There is extensive club provision provided by school staff (Teachers and Teaching Assistants) and external club leaders. Children wait for their club's start-time in the school's Club Waiters Provision located in classrooms. This is supervised by Teaching Assistants.

EARLY BIRDS AND LATE OWLS: EXTERNALLY-RUN PROVISIONS

Our wraparound care provision (Early Birds and Late Owls) is run by Let's Leap (an external provider offering activity-based clubs and childcare services) and is overseen by the Head of EY&KSI and the Head of KS2. See their [website](#) for more information.

Early Birds

This runs from 7.30am until 8.00am and is led by Let's Leap and overseen by the Head of EY and KSI and the Head of KS2, who are onsite for advice. The children are dropped off at the front door by their parents, greeted by Let's Leap staff, and make their way to the Fairseat Hall, where they are signed in on iPads by Let's Leap staff. Breakfast is available and pupils can engage in activities. The staffing ratios for Early Birds are 1:8 for Early Years children and 1:25 for all others. There is always a member of staff with Paediatric First Aid onsite. Parents must sign their daughter up in advance for her to attend Early Birds. The cost is £8.

Late Owls

This runs from 3.00- 6:00pm and is led by Let's Leap and overseen by the Head of EY and KSI and the Head of KS2. Parents sign up in advance to send their daughter to Late Owls (via the Let's Leap website). The pupils are offered a snack of soup and sandwiches and there are a range of activities for them to do. The staffing ratios for Late Owls is 1:8 for Early

Years children and 1:25 for KS1 and KS2. Pupils in KS2, who are not collected at their dismissal time, and who are not on the Late Owls register, are taken down to the Office by their Form Teacher. If they have not been picked up by 3.50pm, their parents will be called by the Office to arrange a collection. There is an allocated member of the Junior School Senior Team supporting after-school care onsite at all times, they remain on duty until the last child has left. There is always a member of staff with Paediatric First Aid onsite. If children are not picked up, the 'Pupil not collected from School' policy is followed. Prices:

- Session 1: £17 until 5pm
- Session 2: £17 for pupils attending after their club dismissal until 6pm
- Full session: £20 until 6pm

Responsibility

The Head of Early Years and KS1 and the Head of KS2 oversee the wraparound care provision. They liaise with Let's Leap who plan and supervise the provision and oversee the booking process.. There is always a member of the Junior School Senior Team on the premises who has overall responsibility should they be required.

Pupils are supervised at all times by Let's Leap staff. Let's Leap, in liaison with the Head of EY & KS1 and the Head of KS2 ensure that high standards of behaviour are maintained and the School's behaviour policies are adhered to at all times.

Pupils

For a pupil to attend Early Birds and Late Owls, they have to be registered by a parent/carer on the Let's Leap Magic Booking System. Information is filed on all the pupils that are registered. The information includes details given at the time of registration, such as emergency contacts, allergies and any other information Let's Leap needs to know whilst pupils are in their care. After registering, parents are required to sign up for wraparound care via the Magic Booking System Reminders and links are shared with parents

on the Head of the Junior School's weekly Bulletin.

Absence and Emergencies

Let's Leap cover all of their staff absences. In cases of emergency, a member of Let's Leap staff on duty must immediately call upon the member of JSST on duty.

Timings

- Early Birds: 7:30am - 8:00am
- Late Owls: 3:00pm - 6:00pm

Drop off and Collection from Birds and Owls

For Early Birds, parents/carers drop their daughter at the Office, where they are greeted by Let's Leap staff before making their way downstairs. Late Owls dismissal is at the iron gate. Parents inform Let's Leap of their arrival via telephone. Only the parent or someone that the parent has authorised to pick up the pupil is able to collect a pupil from Late Owls. This information is provided to Let's Leap during the registration process.

Late Parent/Carer

In the situation when a parent/carers does not arrive to collect a pupil, the pupil's welfare is the first consideration. The pupil will be cared for by a member of Let's Leap and a member of JSST. The 'Pupil not collected from School policy' (Appendix A) will be followed.

Resources

Let's Leap is responsible for planning and resourcing the provision. Activities and resources include, but are not limited to: board games, puzzles, ping-pong, reading, homework, colouring and drawing, as well as adult-led outdoor activities.

Communication

Let's Leap's customer service team manages communication with parents.

Parents can also contact the Head of EY & KS1 and the Head of KS2 for support and queries.

Safeguarding

Let's Leap staff are fully qualified, with many holding Level 3 or higher qualifications. They adhere to strict safeguarding and first-aid standards to ensure a safe and nurturing environment for all children.

The School's Safeguarding and Child Protection Policy is read, understood and followed by all members of the Let's Leap team who supervise the provision. A member of the Junior School Senior Team, who holds a Level 3 safeguarding qualification, remains on site until the last pupil goes is collected. *For further information please see the School's Safeguarding and Child Protection Policy and Procedures.*

Health & Safety

Let's Leap ensures that all activities carried out or undertaken by their staff are managed in a manner to avoid, reduce or control foreseeable risks to the health and safety of any person who may be affected by those activities as far as reasonably practicable whilst providing an environment that is supportive of our activities.

The School's Health and Safety policies are followed. Risk assessments are carried out by Let's Leap and shared with the school to ensure that the health and safety risks to which those participating in the activities may be exposed is minimised as far as is reasonably practicable.

Accidents and First Aid

A fully-qualified paediatric first aider will be on supervision for Let's Leap at all times. A member of the JSST, who also holds paediatric first aid qualification, is on site for further support when needed. All accidents and incidents are recorded and dealt with as set out in Let's Leap's guidance. Information is shared with parents and the Head of EY and KS1/Head of KS2 to add to the school's records. *Further information on First Aid and Head Injury can be found in the School's First Aid Policy.*

Fire procedure

Let's Leap follows the school's fire procedures.

Missing Child

The welfare of pupils in Let's Leap's care is paramount. Every member of staff is responsible for ensuring the safety of the pupils and knowing where they are.

Systems in place to minimise the risk of pupils going missing:

- Let's Leap staff members use walkie-talkies to communicate with each other around the school grounds (MUGA, Adventure Playground, Fairseat Hall, dismissal point).
- Appropriate steps are taken to ensure that the premises and surrounding site are secure.
- Correct staff to pupil ratios are maintained at all times at Early Birds and Late Owls.
- When pupils arrive at Early Birds and Late Owls, they are signed in and staff are required to sign the pupils out when they leave.
- Pupils are supervised by Let's Leap staff members at all times.

Please refer to the Missing Child Policy for further information.