



CHANNING SCHOOL

Supervision and Before and After School Care Policy

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

Updated	Review Date	Version
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Reviewed by: Sophie Kitsis (Head of KS2), Molly Brant (Head of EYFS and KS1), James Entwisle (Deputy Head of the Junior School), Freddie Meier (Deputy Head)

Approved by: Dina Hamalis (Head of the Junior School), Lindsey Hughes (Headmistress)

Signed by: Board of Governors

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 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 are weekly on Mondays at 8.10am. Year group meetings and T&L briefings take place fortnightly on alternate Thursdays and Fridays respectively 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 4 supervision duties and part time staff have 2 duties.. 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

Before School

Time	Place	Description
8am - 8.25am	Front Gate	Open front gate and welcome pupils / close front gate for latecomers to go to School Office Please ensure that all students years 7-10 switch off their phones and put them into Yondr pouches. Anyone who forgot their pouch needs to go via reception to get a spare one.

Break Time

Time	Place	Member of Staff
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10.25 - 10.45	Inside Dining Room (x2)	Orderly behaviour No food should be taken from Dining Room except fruit
10.25 - 10.45	Indoor Brunner House (female only)	Check all rooms and the corridor for orderly behaviour Be mobile Check bathrooms for poor behaviour
10.25 - 10.45	Haigh House, Slingly House and Channing House	Check all rooms and the corridor for orderly behaviour Be mobile Check KS3 appropriate use of ipads
10.25 - 10.45	Outside: AC and Secret Garden	Check for orderly behaviour with particular view on Secret Garden, the tree stump and the wall Please also check inside Founders' Hall for any poor behaviour. Students should not use this space during lunch and break time. Please also check the toilets in the music block towards the 6th form centre
10.25 - 10.45	Outside: Between Coffee Room and Muga	Patrol between houses with particular view on the grass area behind Brunner House and the support staff work area. Please also check on the communal bathrooms in the Science Block. Ring Bell at 10:40am

Lunch Time

Time	Place	Member of Staff
12.25 - 13.00	Inside Dining Room	Orderly behaviour No food should be taken from Dining Room except fruit
12.25 - 13.00	Stairs to Dining Room	Orderly lining up
12.25 - 13.00	Corridor towards Dining	Orderly lining up

	Room (x2)	Lunch Q positions
12.25 - 13.00	Indoor Brunner House (female only)	Check all rooms and the corridor for orderly behaviour Be mobile Check KS3 appropriate use of ipads Check bathrooms for poor behaviour
12.25 - 13.00	Outside: AC and Secret Garden (female only)	Check for orderly behaviour with particular view on Secret Garden, the tree stump and the wall Please also check inside Founders' Hall for any poor behaviour. Students should not use this space during lunch and break time. Please also check the toilets in the music block towards the 6th form centre
12.25 - 13.00	Outside: Between Coffee Room and Muga (female only)	Patrol between houses with particular view on the grass area behind Brunner House and the support staff work area. Please also check on the communal bathrooms in the Science Block.
12.30 - 13.00	Lunch Detention	Supervise Lunch Detention in A3 HoYs
13.00 - 13.40	Inside Dining Room	Orderly behaviour No food should be taken from Dining Room except fruit
13.00 - 13.40	Stairs to Dining Room	Orderly lining up
13.00 - 13.40	Corridor towards Dining Room	Orderly lining up
13.00 - 13.40	Indoor Brunner House (female only)	Check all rooms and the corridor for orderly behaviour Be mobile Check KS3 appropriate use of ipads Check bathrooms for poor behaviour

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. 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.

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

8.25 Registration
8.50 Period 1
9.40 Period 2
10.25 BREAK
10.45 Period 3
11.35 Period 4
12.25 LUNCH
1.40 Period 5
2.25 Period 6
3.10 Period 7 (Monday, Wednesday and Thursday only)

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 classrooms 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 top 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 email to ensure that they are aware of any lesson and/or supervision cover that they may have.

Pupils

Pupils may arrive from 7.30am - 7.55am via the front door and make use of the before school care provision called Early Birds in Fairseat Hall, where they are signed in. Pupils can arrive between 7.30am and 7.50am if they would like breakfast. After 7.50am, breakfast will

not be provided.

The main wooden gates will open at 8am (the smaller side gate will not be open in the mornings); all parents and girls can come into the courtyard. The Head or member of the JSST will also open the metal gates so that from 8am - 8.20am the girls only will be able to go down to the playground where there will be staff supervising them. At 8.20am, all Form Teachers will collect their form from the 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 EY and KSI, the Head of Key Stage 2 or a member of the JSST in their absence will have responsibility for the School. Once the alarm has been sounded, evacuation of the building should follow. The TAs on Early Birds supervision will ensure that all pupils leave the dining room and proceed to the designated assembly points. The Head of EY and KSI or the Head of Key Stage 2 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.

<p>Early Birds (Monday - Friday) Pupils can arrive between 7.30am and 7.50am if they would like breakfast.</p>
<p>After 7.50am, breakfast will not be provided Beginning of the day (Monday - Friday) All pupils can arrive and be supervised in the playground: 8am - 8.20am</p>

End of day (Monday - Thursday)	End of day (Friday)
Reception (side gate): 3.00 - 3.10pm Year 1 (iron gates to the courtyard): 3.10 - 3.20pm Year 2 (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	Reception (side gate): 2.50 - 3.00pm Year 1 (iron gates to the courtyard): 3.00 - 3.10pm Year 2 (side gate): 3.00 - 3.10pm Year 3 (side gate): 3.20 - 3.25pm Year 4 (iron gates to the courtyard): 3.20 - 3.25pm Year 5 (side gate): 3.25 - 3.30pm Year 6 (iron gates to the courtyard): 3.25 - 3.30pm

Staff Meetings

Staff Meetings are held every Tuesday from 4-5.00pm. Teaching Assistants that work on that day are expected to attend the briefing section from 4-4.30pm. All teachers that work on that day are expected to attend the full meeting where there is a teaching and learning focus from 4.30-5pm. Minutes of meetings are emailed to all staff. It is expected that staff that have missed the meeting will read the minutes to keep up to date with the information given.

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. The pupils are allocated a key person, who is their Form Teacher that ensures that the pupil's care is tailored to meet her 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 the majority of the lessons.

Specialist Teachers are also supported by Teaching Assistants as appropriate and there is a PE Assistant who supports PE lessons.

LUNCH & BREAK TIMES

During break times, all girls in the Junior School play together. The pupils 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 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.

In the playground the member of staff on duty should:

- arrive in the playground promptly for the start of the supervision.
- have the first aid bag to hand, and be wearing a Channing blue high vis jacket.
- patrol the playground to make sure that all the pupils are playing safely.
- 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.
- ensuring no food is taken on the Multi-Use Games Area (MUGA).
- blow the whistle 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 and so on. 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. There is a rota to ensure Y6 are not always the last to eat.

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.

AFTERNOON REGISTRATION

After lunch break, pupils return to their classes 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). They shake the pupil's hands and say 'good afternoon' before they dismiss them individually. Parents collecting pupils in Year 1, 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 2, 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 the collection arrangements. Pupils are not released to anybody without prior notice from parents. For any child who is not collected, they are to wait in Late Collection and then Late Owls where the 'Pupil Not Collected from School' policy 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 in Fairseat Hall where they receive a snack. We call this supervision Waiters.

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. Children are dismissed from the front gate. Any child not collected attends Late Owls and where if they are not signed up the 'Pupil not collected from School' policy is followed.

Wraparound Care

Parents are asked to sign up children at the beginning of each half term for all wraparound care. Google Form links are shared on the Head of the Junior School's weekly Bulletin.

Early Birds

This runs from 7.30am until 8.00am and is led by teaching assistants 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 and make their way to the Fairseat Hall. Breakfast is available and pupils can engage in quiet 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.

Mini Owls for Early Years and Key Stage 1

This runs from 3.00pm-3.35pm (3.20pm Fridays) and is led by teaching assistants and overseen by the Head of EY and KSI and the Head of KS2. Pupils who are signed up for Mini Owls will be taken by their Form Teacher at their pick up time. Mini Owls takes place in a classroom. Here, pupils take part in an adult-led practical activity and are offered a snack. . At the end of Mini Owls, pupils are either dismissed at the gate or taken to Late Owls (see below) Teaching Assistants are responsible for signing children in and out. The staffing ratios for Mini Owls are 1:8 for Early Years children and 1:25 for all others. There is an allocated member of the JSST supporting Mini Owls onsite at all times. There is always a member of staff with Paediatric First Aid onsite.

Late Collection

This is led by teaching assistants and is overseen by the Head of EY and KSI and the Head of KS2. Girls in EY/KSI, who are not collected at their dismissal time, and who are not signed up for Mini Owls, are taken to Late Collection. This is located in the Library. Here, 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 Late Owls; their parents are called by the Office at this time. The staffing ratios for Late Collection are 1:8 for Early Years children and 1:25 for all others. There is an allocated member of the JSST supporting Late Collection onsite at all

times. There is always a member of staff with Paediatric First Aid onsite.

Late Owls

This runs from 3.35pm - 5.50pm (3:20pm start on Fridays) and is led by teaching assistants 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; it is charged from 3.50pm, allowing for late parents in KS2 to collect their daughter between 3.35pm-3.50pm. Pupils in KS2, who are not collected at their dismissal time, are taken down to Late Owls by their Form Teacher. If they have not been picked up by 3.50pm, their parents will be called by the office. 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 Mini Owls is 1:8 for Early Years children and 1:25 KSI and KS2. There is an allocated member of JSST supporting Late Owls 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.

In the event of a fire after 3:35pm the member of JSST 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. They will ensure that all pupils leave Fairseat Hall and proceed to the designated assembly points. The member of JSST in charge of Late Owls 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.

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 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

- If a parent or carer is not present the pupil should remain in the school building where they can be supervised (in Late Collection and/or Late Owls). Pupils should not attend after school clubs without parental permission.

EY/KSI pupils

- *After their collection time, Form Teachers will take pupils, who are not signed up to Mini Owls and who have not been collected, to Late Collection, which runs from 3.10pm - 3.35pm.*
- At 3.35pm (at the end of EY/KSI Late Collection,) the office will try to contact emergency contacts, informing them that their daughter will be sent to Late Owls (wraparound care provision) where they can be collected up until 5.50pm.).This will be 3.20pm on a Friday.
- The pupil may be taken home by another child's parent/carer but the school will need agreement from the parent/carer.

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 down to Late Owls (supervised care) which is free of charge until 3.50pm to allow any late parents to collect their daughter.*
- *On a Friday, the timings are 3.25pm for Year 3 and 4; and 3.30pm for Year 5 and 6. Late Owls remain free of charge until 3.40pm on Fridays.*
- If a child, who is not signed up for Late Owls, 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 will try the emergency contacts to inform them that their daughter is in Late Owls. This will be at 3.40pm on a Friday.
- The pupil may be taken home by another child's parent/carer but the school will need agreement from their parent/carer.

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

- 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 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 way home.

- A message should be sent 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)

- 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 should be discussed with them. Children should not be released to persons who are not competent because of alcohol or drugs. An immediate referral to the Police and Children's Social Care is indicated.
- If, after 45 minutes, it has not been possible to contact parents/carers or emergency contacts then the local Police could 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 the local Social Services Office to inform them of a possible problem.
- 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 left at the family home by the Social Worker/school staff member. Police and Emergency Duty Team to be advised of the outcome.

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

- A record of actions should be made by all agencies. The School recording should be passed to the Designated Safeguarding Lead and social care staff will seek to see the parents.

+ 30 minutes (after Late Owls ends)

- 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 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 way home.

- A message should be sent via email and/or on the contact numbers setting out the school's actions.

+ 45 minutes (after Late Owls ends)

- 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 should be discussed with them. Children should not be released to persons who are not competent because of alcohol or drugs. An immediate referral to the Police and Children's Social Care is indicated.
- If, after 45 minutes, it has not been possible to contact parents/carers or emergency contacts then the local Police could 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 the local Social Services Office to inform them of a possible problem.
- 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 left at the family home by the Social Worker/school staff member. Police and Emergency Duty Team to be advised of the outcome.

+ 24 hours (after Late Owls ends)

- A record of actions should be made by all agencies. The School recording should be passed to the Designated Safeguarding Lead and social care staff will seek to see the parents.

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.

Appendix B - Missing child policy

If a pupil goes missing from the school site:

- The class register is checked to make sure no other pupil has also gone missing.
- The teacher in charge of the class will inform the School office, 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 and Welfare Assistant (if the child is in the Junior School) 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.
- The member 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):

- Where parents/guardians are not attending and responsible for their own child, the school will ensure that the procedure set out in the Educational Trips and Visits Policy is followed.
- The Group Leader must always carry an accurate list of names so that a missing pupil is quickly identified.
- As soon as it is noticed that a pupil is missing, staff on the outing will ask the children to stand with their designated person and carry out a headcount to ensure that no other child has gone missing.
- One member staff will search the immediate vicinity but will not search beyond that. They will not search for more than 15-20 minutes before enlisting extra and/or professional help. It is important that the rest of the group is adequately supervised

at all times.

- The Group Leader will establish when, where and with whom the child was last seen, and in what frame of mind.
- In an indoor venue, the Group Leader will contact the venue's security who will handle the search and contact the police if the child is not found.
- The Group Leader will report a missing pupil by telephone to a member of the SLT/JSST at school as soon as possible.
- The Group Leader will decide whether the party should wait longer, 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.
- The Group Leader will contact the police, using the school mobile phone, and report the child as missing.
- Under no circumstances is any group member allowed to make any statements to the media. They will be referred 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 (Early Birds and Owls), Junior School

AIM

To provide a secure, welcoming and stimulating before/after-school care facility for pupils whose parents wish their child to arrive before drop off times in the mornings, or who are unable to collect them at the end of the school day.

OBJECTIVES

Early Birds

To provide a safe environment for pupils before the start of the school day.

To provide a variety of equipment and resources to interest and occupy pupils.

To provide a healthy breakfast for pupils as required.

To stagger morning drops off and help alleviate parking issues and traffic.

To provide a free service for working parents.

Mini & Late Owls

To provide a secure environment that is stimulating yet relaxing for pupils at the end of a long school day.

To provide a structured, stimulating environment to keep pupils occupied and content.

To provide pupils with an opportunity to complete their homework.

To provide an affordable service for working parents.

To provide a healthy snack for pupils as required.

Late Collection

To provide parents with flexibility at dismissal, allowing parents to pick up their daughter at any point between 3.10pm and 3.35pm.

To provide a secure and relaxing environment for pupils waiting to be picked up.

ARRANGEMENTS FOR THE SUPERVISION IN EARLY BIRDS

7.25am

- Staff to check the Fairseat Hall has been set up
- Ensure trolley with food & toaster is in Fairseat Hall (prepared by Catering staff)
- Collect milk & margarine/butter from fridge
- Fill jugs with water
- Collect any resources needed

7.30am

- pupils to put bags & coats under the table
- pupils to eat breakfast *before* doing activities
- Staff to register the pupils using the Google Sheet

7.50am

- Breakfast stops

7.55am

- Early Birds closed for drop off

8am

- 8am - All children go outside to wait in the playground until 8.20am when they are collected by their Form Teachers from the playground
- Staff to put resources away and wipe tables

ARRANGEMENTS FOR THE SUPERVISION IN LATE COLLECTION

- Staff on this supervision need to prepare the calm activities that the pupils will be doing.
- Signing in and out to be done on a Google Sheet.
- Parents can collect their daughter in Late Collection from the external Library door at any time between 3:10pm and 3:35pm.
- Pupils who are not collected by 3.35pm will be taken to Late Owls and signed in below the register on Google Sheets. Parents will be contacted by the office.

ARRANGEMENTS FOR THE SUPERVISION IN MINI AND LATE OWLS

Mini Owls for Early Years/Key Stage 1

- Staff on this supervision need to prepare the activities that the pupils will be doing
- Signing in and out to be done on a Google Sheet

- Pupils may do homework if they wish
- Staff to ensure pupils who are not on the register are signed in underneath
 - At 3.35pm (3.20pm on a Friday) the Office will contact the parents of any pupil in EY/KSI who was not signed up
- At 3.35pm (3.20pm on a Friday) pupils in Mini Owls are dismissed from the gate
 - pupils on register to attend Late Owls.
 - Pupils who are not collected and who have not been signed up to Late Owls in advance will be taken to Late Owls and signed in below the register on Google Sheets. Parents will be contacted by the office.

Late Owls: 3.35pm Monday - Thursday / 3.20pm on Fridays in Fairseat Hall

- Staff sign in pupils in on Google Sheet
- Resources must be ready
- Snacks given to pupils *as they arrive* - crackers, cheese, juice, flapjacks, fruit bars, raisins. Soup and sandwiches to be offered later
- Activities: iPads, games, homework is encouraged for older pupils (staff not to help), staff to plan own activities
- Any pupil who comes to Late Owls from a club, who is not on the register, must be signed in below the register on Google Sheets. The Office will be informed and will contact parents.

4.30pm/3.30pm (Friday)

- Activities to take place e.g. arts & crafts, coding, board games

5.50pm Monday - Friday

- Pupils should be collected by this time
- Let JSST member on duty/office staff know if pupil not collected

RESPONSIBILITY

The Head of Early Years and KSI and the Head of KS2 is the coordinator for Birds and Owls. They prepare the rotas and coordinate the staffing. All teaching assistants supervise Early Birds from 7.30am one day a week and stay until 6pm for Late Owls one day a week. The Junior School Office manages the registers and pupil charge information. There is always a member of the Junior School JSST on the premises who has overall responsibility should they be required.

Pupils are supervised at all times by the teaching assistants supervising Birds and Owls. A

risk assessment for all activities in which the pupils participate is completed by the Head of EY and KSI and the Head of KS2 and updated as required and at least annually. All teaching assistants 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 be accepted into the Early Birds and Owls provision, they have to already be enrolled by the school and an enrolment form completed by a parent/carer. This form holds details of the pupil and parents/carers, any medical problems, emergency contacts and any other information we need to know whilst pupils are in our care. Parents are asked to sign up for wrap-around care each half term. A GoogleForm is shared with parents on the Head of the Junior School's weekly Bulletin.

Information is filed on all the pupils that attend the setting. The information includes details given at the time of registration, such as emergency contacts, doctors' details, allergies, etc. These details may also include information required by ISI for Reception aged pupils with regards to the Early Years Foundation Stage. On request parents can have access to this information.

CONTINGENCY ARRANGEMENTS FOR STAFF ABSENCES AND EMERGENCIES

If a member of staff is absent they must inform the The Head of Early Years and KSI or the Head of KS2 (or in their absence the Deputy Head) who will organise cover by another member of staff. If it proves difficult to cover the absence using a member of staff, the Head of EY or KSI or the Head of KS2 is responsible for covering. In cases of emergency, the member of staff on duty must immediately call the member of JSST on duty.

OPENING TIMES AND ARRANGEMENTS

The pupils are dropped off no earlier than 7.30am and collected no later than 5.50pm. Parents agree to sign and date a record of attendance when they drop off and collect their pupil.

Drop off and Collection from Birds and Owls

Parents/carers must drop their pupil at the office and the pupil will make their way down to Early Birds. Late Owls collection is from the office. Office staff will inform staff on supervision in Late Owls via mobile/live Google Doc. Only the parent or someone that the

parent has authorised to pick up the pupil is able to collect a pupil from Late Owls.

To ensure that all pupils are collected by their parent/carer or another named contact:

- All pupils remain in the school until an authorised, named person collects and signs them out.
- Anyone asking to collect a pupil who is not a designated person will be denied access until the parent has been contacted.
- The teaching assistant(s) on Late Owls supervision/office staff must record the person collecting them and the time on the Google Sheet.

Late Parent/Carer

In the situation when a parent/carer 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 the Office Team and/or a member of JSST and will be provided with suitable activities and refreshments.

Children can become distressed very quickly if a parent/carer is late.

- If a parent/carer knows they will be late arriving to collect their child they should contact the school prior to the end of the session.
- If the parent/carer does not arrive to collect their pupil, the staff on duty/office team will try and contact them. If contact is not made the staff on duty will then try to contact other emergency contacts provided on the pupil's enrolment form.
- If after 30 minutes the staff member/office team is unable to contact either the parent/carer or the emergency contact, then they will follow the 'Pupil not collected from School' policy. They must let the member of JSST responsible on site know asap.

USE OF REGISTERS

The teaching assistants overseeing Birds and Owls register the pupils as they arrive at both Early Birds and Late Owls. Registers are used to record a pupil's attendance and to calculate the charge to the parents. In case of an emergency where pupils have to be evacuated from the building, the registers must be taken and the pupils checked against the registers to ensure they are present. The registers are to be on a Google Sheet in the shared area.

CHARGES FOR OWLS

Whilst there is no charge for Early Birds and Mini Owls; parents pay for Late Owls. Currently the charges are £6.50/half hour and £11.00/hour

The Office staff are responsible for calculating the charges monthly and sending the charges to the Bursary for distribution to the parents, where they are invoiced with the termly fees.

ORGANISATION

The Head of EY and KSI and the Head of KS2 oversee the range of suitable activities for the ages and abilities of pupils attending. They support the Birds and Owls staff to organise these. The Birds and Owls teaching assistants are responsible for ensuring these activities are differentiated accordingly and are adapted to cater for a range of learning styles.

Each session will always begin with a register and a healthy range of snacks provided such fruit and biscuits, choice of juice or water.

Each Early Bird and Owl session is to be pupil-led with an informal emphasis on developing a nurturing and relaxing environment with staff to monitor and guide a pupil's chosen activity.

The listed activities below are examples of the types of activities available each session.

- A range of differentiated reading material.
- Seasonally themed craft activities including painting, collage, drawing using different media, card craft, puppet making, crochet, knitting and sewing.
- Computers available for educational games and apps that support pupils learning in class are shared and explored.
- Board games which require the pupil to enhance skills of logic and processing such as chess, draughts and backgammon.
- Construction based games such as 'lego', are also played.

Activities are set out and managed by the staff member on supervision and plays to their particular strengths. The pupils can choose from the activities set out and the member of staff will engage in the chosen activity as appropriate.

RESOURCES

There is a selection of games and activities in the designated area in Fairseat Hall. The purchase and replenishment of resources is done as and when it is required. This is overseen by the Head of EY and KSI and the Head of KS2.

COMMUNICATION WITH PARENTS

Verbal communication with parents/carers collecting pupils is encouraged. Written notes to parents and staff may be conveyed via email. Parents may make appointments with the Head of EY and KSI and the Head of KS2 and/or the Head of the Junior School to discuss matters pertaining to Birds and Owls provision.

BULLYING

Early Birds and Owls provision is committed to providing a caring, friendly, stimulating and safe environment for all of the children. Bullying of any kind is unacceptable. If bullying does occur, the pupils are able to tell the adult and know that incidents will be dealt with promptly and effectively. All members of staff have a responsibility to respond quickly and effectively to incidents of bullying and should follow the School's Anti-Bullying policy.

SAFEGUARDING

Early Birds and Owls provision is firmly committed to the belief that all pupils and young people have a fundamental right to be protected from harm, and fully recognises its responsibility for Safeguarding and Child Protection. The safety and protection of all pupils and young people that Early Birds and Owls support is paramount, and has priority over all other interests.

The School's Safeguarding and Child Protection Policy is read, understood and followed by all teaching assistants who supervise Early Birds and Late Owls.

The Head of Junior School is the Designated Safeguarding Lead (DSL). The Deputy Head, Head of EY and KSI and Head of KS2 are the Deputy Designated Safeguarding Leads (DDSL)

For further information please see the School's Safeguarding and Child Protection Policy.

MOBILE TELEPHONES

All staff must ensure that their mobile telephones are switched off or put on silent during working hours. Staff are to make use of the School mobile to communicate with the office. Staff will not take any photos or make calls apart from emergency calls on personal devices. All mobile devices can be subject to scrutiny at any time by the Head. Any staff member or pupil found to be non-compliant will face disciplinary action.

Further information on the use of Mobile Technology can be found in the Safeguarding and

Child Protection Policy.

HEALTH & SAFETY

We attach great importance to the health, safety and welfare of our staff and all who use the facilities provided by us. To this end, we aim to ensure that all activities carried out or undertaken by our 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 to ensure that the health and safety risks to which staff, volunteers and those participating in our activities may be exposed is minimised as far as is reasonably practicable.

ACCIDENT AND FIRST AID

Accident Reporting and Investigation

Early Birds and Owls is supplied with a standard 1-50 person First Aid kit. It is the responsibility of the Head of EY and KS1 and the Head of KS2 with the support of Birds and Owls staff and Welfare Assistant to ensure that kits are regularly checked and replenished and that medication is not being kept in them.

All accidents and incidents are recorded and dealt with as set out in the School's First Aid Policy.

Further information on First Aid and Head Injury can be found in the School's First Aid Policy.

Medical Conditions

Further information on Medications can be found in the School's Medications Policy.

HEALTHY EATING & FOOD STORAGE

All snacks prepared for children attending Early Birds and Owls are nutritious following the Government's guidelines and respect pupils' dietary needs, taking into account cultural, religious and medical requirements and respecting parent's wishes. All food used for snacks is stored at the appropriate temperature either in the kitchen cupboards or in the refrigerator. Use-by dates are checked prior to serving and all out-of-date food is discarded. Pupils are encouraged to drink water or juice; all pupils are encouraged to have a water

bottle at school that they can fill up. Reception children are given a water bottle when they join. Snacks and breakfast are eaten at the tables in the Fairseat Hall.

Food Preparation

Before and after handling food, the staff wash their hands. All pupils are provided with a plate for their snacks. All cups, plates, kitchen utensils, etc. are washed in hot soapy water after use and dried on a clean tea towel. Staff receive regular training on food preparation.

FIRE PROCEDURE

If you discover a fire:

1. Raise the alarm by breaking the glass at the nearest alarm point.
2. Calmly leave the building by the nearest fire Exit. Do not run.
3. If you are leading a group, lead them to the fire assembly point.
4. Close windows and doors as you leave if possible.
5. Do Not Stop To Collect Personal Belongings.
6. Proceed To The Fire Assembly Point.
7. Assemble At The Fire Assembly Point Calmly And Quietly.
8. Wait For The Fire Marshal To Complete The Roll Call. Answer Clearly When Your Name Is Called.
9. Do Not Re-Enter The Building Until The Fire Marshal Or Fire Brigade Gives The All Clear.

If You Hear The Fire Alarm:

1. Calmly Leave The Building By The Nearest Fire Exit. Do Not Run.
2. If You Are Leading A Group, Lead Them To The Fire Assembly Point.
3. Close Windows And Doors As You Leave If Possible.
4. Do Not Stop To Collect Personal Belongings.
5. Proceed To The Fire Assembly Point.
6. Assemble At The Fire Assembly Point Calmly And Quietly.
7. Wait For The Fire Marshal To Complete The Roll Call. Answer Clearly When Your Name Is Called.
8. Do Not Re-Enter The Building Until The Fire Marshal Or Fire Brigade Gives The All Clear.

MISSING CHILD

The welfare of pupils in our care is paramount. A pupil going missing is very rare but complacency is a hazard we must avoid at all costs. Every member of staff has an equal responsibility in ensuring the safety of the pupils and knowing where they are.

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

- Appropriate steps are taken to ensure that the premises and surrounding site are secure.
- Correct staff to young people ratios are maintained at all times at Early Birds and Owls.
- When pupils arrive at Early Birds and Owls they are signed in using the register and staff are required to sign their pupils out when they leave.
- Key persons for new pupils should take extra care to be aware of their whereabouts and ensure that they know the boundaries of where they cannot go.
- Parents are advised of our security procedures and be told that the only person who is allowed to collect their pupil will be the named parent or any other person who is named on their registration form.
- The front doors are kept closed and where appropriate are secure.
- Where possible, pupils go to the toilet in pairs.

Please refer to the Missing Pupil Policy for further information.

COMPLAINTS

A copy of the School's Complaints Policy is available on the website and on request. The procedures for making a complaint will be made clear to anyone wishing to make a complaint.

Please refer to the Complaints Policy for further information.

CONFIDENTIALITY

The teaching assistants who oversee Early Birds and Owls will sometimes come into contact with confidential information. We respect confidentiality in the following ways:

- Staff do not discuss individual pupils with anyone but their parents/carer and other staff members when necessary. Any concerns about a pupil's personal safety is kept
- in their file.
- We obtain signed permission from parents prior to obtaining film/photographic material of their child.

- The welfare of the pupil is paramount and it may be necessary for us to pass on confidential information to outside agencies.