

COGNITA

Pupil Supervision and Lost & Missing Children Policy

SPAIN

September 2020

Pupil Supervision and Lost & Missing Children Policy

1 Introduction

- 1.1 Hastings School takes seriously its responsibility to ensure that pupils are supervised properly at all times to ensure their safety while on school premises or on out of school visits. Staff who supervise are mindful of our Safeguarding and Child Protection Policy, Anti Bullying Policy and our health and safety requirements. This policy applies to all year groups.
- 1.2 This policy applies to all children, including those in the early years.

2 Working Day

- 2.1 The school day is as follows:

Campus	Class/Year group	Timings: drop off and pick up
Paseo de la Habana	Pre-Nursery and Nursery Yellow	8:30-8:45am 3:30 - 3:45pm
	Nursery Red and Nursery Blue	8:50-9:05am 3:50 - 4:05pm
	Reception	9:10-9:25am 4:10 - 4 :25pm
Sobradiel	Nursery and Reception	8:30-8:45am 3:55 - 4:10pm
	Year 1 and Year 2	8:50-9:05am 4:15 - 4:30pm
Bendición de Campos	Year 1 and Year 2	8:30-8:45am 3:40 - 3:55pm
	Year 3 and Year 4	8:50-9:05am 4:00 - 4:15pm
Azulinas	Year 5	8:50-9:10am 4:10 - 4:30pm
	Year 6	8:30-8:50am 3:50 - 4:10am
LST	Year 3 and Year 4	9:00-9:10am 4:00 - 4 :10pm
	Year 5 and Year 6	8:50-9:10am 4:00 - 4 :10pm
Secondary		Timings of the day
LST -	Years 7,8,9	8:45 – 4:25
MM8	Years 10 to 13	8:45 - 4:25

3 Start of Day Arrangements

- 3.1 When Primary pupils arrive at school, they are handed over to the supervising adult on the gate. Parents do not enter the building at the moment (due to Covid-19 measures). Secondary pupils can enter the building from 8:10.
- 3.2 Before school, the following supervision arrangements are in place: There are a sufficient number of members on staff on duty on the gate and in the playground to supervise the pupils.
- 3.3 For pupils arriving by bus, they are met off the bus by a member of staff.

4 Break Time Arrangements

- 4.1 During break, the following arrangements are in place at least two members of staff are on duty to supervise the pupils.

5 Lunch Time Arrangements

- 5.1 During lunch, the following arrangements are in place: At least two members of staff are on duty in the playground,

6 End of School Day Arrangements

- 6.1 Pupils are expected to leave the premises by their allocated finish time (see table above) unless they are attending an after school activity. No pupils may be in any other area of the school site unless under the direct supervision of an authorised adult.

- 6.2 For pupils travelling by bus, they are collected by a member of staff in Early Years and Primary and the list of bus children is checked by each bus monitor. Secondary pupils are checked on and off the buses by the bus monitor.

7 Non-Collection Arrangements at End of Formal School Day

- 7.1 If a pupil is not collected from school, the school secretary or building leader will contact the parents after 4:40pm. The pupils wait to be collected in the Reception area of each building, supervised by either a monitor or a secretary.

8 After School Activities

- 8.1 When attending an after-school activity, pupils are supervised by authorised adults. The adult is responsible for taking a register at the activity.
- 8.2 No pupil should leave without the authorisation of the adult leading the activity
- 8.2 The following procedure will be followed when a pupil is not collected: the after school activity leader or monitor will contact the parents.

9 Sporting Fixtures

- 9.1 PE staff supervise students when at fixtures.
- 9.2 Parents are always informed of the finish times.
- 9.3 No pupil should leave without the authorisation of the adult leading the activity.
- 9.4 The following procedure will be followed when a pupil is not collected: Supervising staff will contact the school and the parents to arrange collection.

10 Travel to and from School on Buses

- 10.1 Spanish legislation states that a school bus route must have a monitor/chaperone on board the vehicle at all times when 50% or more of the students travelling are under the age of 12. *Real Decreto 443/2001*. Pupils are expected to behave responsibly and to follow the driver's instructions. This includes wearing a seat belt at all times. Our expectation is that all of our home to school routes and all other transport services such as trips have chaperones on board.
- 10.2 The Headteacher reserves the right to prohibit a specific pupil from travelling on school sponsored transport if their behaviour does not meet the required standard.

11 Leaving the Site during the School Day

- 11.1 It is expected that all pupils will be on site for the entire day unless they have specific permission to leave. In the Primary section, pupils who leave during the day must be collected by a parent or other authorised collector and sign a collection form. Secondary pupils are only allowed to leave following written or verbal permission given by a parent.
- 11.2 Students in MM8 are allowed to leave the premises at lunchtime providing there is written permission from parents. Staff on duty at the gate check that only authorised pupils leave.

12 Supervision Duties

- 12.1 All members of the staff are expected to take their share of break and lunchtime supervisory duties. For more information on staff duties, please see the duty rota.
- 12.2 All classes will be supervised by the relevant teacher and in certain subjects, for example food, art and science; the teacher may be supported by a technician.

13 Supervision during PE Lessons, including Changing Arrangements

- 13.1 PE lessons are supervised by members of the teaching staff. When pupils are changing or showering, teachers must be mindful of both their responsibility for appropriate supervision and the need for a pupil's privacy, with due regard for the Safeguarding and Child Protection Policy.

14 Medical Support

- 14.1 There is a qualified first aider on duty every day. They are available to administer first aid, to help if someone is ill or injured, and to deal with any accidents or emergencies. A pupil who feels unwell during the day should report to the secretary.

15 Supervision in Remote Locations

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

16 Lost or Missing Children

- 16.1 In the instance that a child is lost or missing whilst on the school site we will follow the following procedure:
- i. If a teacher suspects that a child is missing from a lesson or activity, they will contact the nearest member of SLT and school office immediately.
 - ii. All remaining children will be kept safe in a secure place with adequate adult supervision, including assistance from other school staff if necessary.
 - iii. A full headcount will be taken by the teacher-in-charge and matched against the register; usually the class teacher or nominated person.
 - iv. A senior member of staff will make a thorough search of the building and/or site and immediate surroundings including storage areas and toilets. A thorough check of all exits will be made, to ensure all gates/doors are locked and there is no other way a pupil could have left the site. If something is discovered, the SLT member must be immediately informed.
 - v. The following list held in the school office will be checked: attendance register, off site records, and other school clubs.
 - vi. If the child is not found after this initial search and/or approximately 10 minutes from the initial report of them deemed missing, the school office will inform the Headteacher and Director of Education (Cognita Head Office), including where a child is found wandering or at risk of being lost or missing. The designated safeguarding officer in school will be notified immediately and they will ensure that the parents have been informed by the responsible teacher. The Headteacher, or SLT member in the absence of the Head, will decide at which point the police will be called.
 - vii. All relevant emergency contacts for children will be used to inform parent/carer(s) accordingly. However, until such time as the child is safely returned to the care of the parent/carer(s), the Headteacher remains responsible for the care and welfare of the child, including off-site.
 - viii. As soon as is practicable, the Serious Incident Reporting Form (SIRF) will be completed by the Headteacher and sent to the PA to the Head of Facilities. The visit leader (off site) or responsible form/class teacher will make a contemporaneous record to provide full details of the incident in the school's incident report book. A note will also be made on the school's attendance register accordingly.
 - ix. Near misses will also be recorded and reported to the Director of Education and details fully provided in writing to the school's safeguarding governance committee (SGC). This Report must outline the steps being taken to avoid any repeat incident, communication with parents and actions to be taken following the risk assessment process to mitigate future risk. Any relevant policy and procedure must be reviewed by the school and submitted to UK compliance committee for approval, via Head of Education Compliance.

- x. All incidents will be reported to the Head of Facilities, Head Office, for the attention of our insurers, as appropriate. Staff must try to remember and write down a description of what the child was wearing and any distinguishing features.
 - xi. If a missing child has any special medical or learning needs then these need to be noted to be disclosed to the police or other agencies.
 - xii. A thorough search of the premises should continue until the child is found.
- 16.2 In the instance that a child is thought to be lost or missing on whilst off-site we will follow the following procedure:
- i. The visit leader must ensure the safety of remaining pupils. At least two adults must stay with them.
 - ii. One or more adults should immediately start to search for the child.
 - iii. If the child is not found within 5 minutes, the visit leader must then contact the police by telephoning 112 (999 within the UK or similar equivalent number if overseas).
 - iv. The visit leader should alert the school office, or in the case of out-of-hours, the nominated school contact for the trip, that the police have been contacted. The school will make arrangements to notify the parents accordingly.

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Ownership and consultation	
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Consultation – April 2017	Heads at: Breaside Prep, Salcombe Prep, Meoncross, Polam and Southbank Hampstead. Assistant Directors of Education: Robin Davies and Danuta Tomasz.

Audience	
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Related documentation	
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