



**COGNITA**

# **Pupil Supervision and Lost & Missing Children Policy**

## **SPAIN**

### **September 2022**

## 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, Nursery and Reception	8:30-9:00am 4:00 - 4:20pm
Sobradiel	Pre-Nursery, Nursery and Reception	8:30-9:00am 4:00 – 4:30pm
	Year 1 to Year 6	8:30-9:00am 4:10 – 4:30pm
Bendición de Campos	Year 1 to Year 4	8:30-9:00am 4:10 – 4:30pm
Azulinas	Year 5 to Year 6	8:30-9:00am 4:10 – 4:30pm
<b>Secondary</b>		<b>Timings of the day</b>
LST	Years 7,8,9, 10	8:45 – 4:25
MM8	Years 11 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. Secondary pupils can enter the building from 8:35 (LST) and 8:40 (MM8).
- 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 Primary pupils arriving by bus, they are met off the bus by a member of staff and list checked by staff. For pupils who then need to transfer between buildings, they will wait until all bus pupils have arrived and two members of staff will walk them to the other building.

### 4 Break Time Arrangements

- 4.1 During break, the following arrangements are in place: Pupils are escorted to the playground in Primary. In Secondary, pupils are dismissed from their classrooms by teachers.
- 4.2 During break, the following supervision 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: In Primary, teachers escort pupils to the dining room. In Secondary, pupils are dismissed by the teacher and either go to the dining room, the playground or leave the premises (only with permission), having been checked out by a member of staff.
- 5.2 During lunch, the following supervision arrangements are in place: At least two members of staff are on duty to supervise the pupils.

### **6 End of School Day Arrangements**

- 6.1 Pupils are expected to leave the premises by their allocated finish time 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.
  - 6.2.1 For Primary pupils needing to move between buildings to get a specific bus, there are two adults walking with the children.

### **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.
  - 8.1.1 If the after-school activity is taking place at Colegio Mayor, two adults (including the activity leader) will accompany the pupils and remain there until they are collected by parents. If they are not collected at the end of the activity, the leader will bring the pupil back to the school site.
- 8.2 No pupil should leave without the authorisation of the adult leading the activity.
- 8.3 The following procedure will be followed when a pupil is not collected: 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 Principal 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 Year 7 to 10 are allowed to leave the premises at lunchtime providing they go home and there is written permission from parents. Students in Year 11 to 13 are allowed to leave the premises at lunchtime providing there is written permission from parents and they have a valid pass. Staff on duty at the gate check that only authorised pupils leave.

### **12 Specific Arrangements for Sixth Form**

- 12.1 If a Year 12 and 13 student has parental permission, and they do not have class period 5 & 6, or finish classes after period 5, they can leave school early and study at home

### **13 Supervision Duties**

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

### **14 Supervision during PE Lessons, including Changing Arrangements**

- 14.1 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.
- 14.2 For PE lessons that take place in the Colegio Mayor, two members of staff (including the teacher) will accompany the pupils to and from the building and remain with them for the duration of the lesson.

### **15 Medical Support**

- 15.1 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. In LST there is a nurse available from 10:00 until 15:00.

### **16 Supervision in Remote Locations**

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

### **17 Lost or Missing Children**

- 17.1 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 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.

iv. The following list held in the school office will be checked: attendance register, off site records, and other school clubs.

v. 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 Principal, including where a child is found wandering or at risk of being lost or missing. The CPWC in school will be notified immediately and they will ensure that the parents have been informed by the responsible teacher. The Principal, 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 Principal remains responsible for the care and welfare of the child, including off-site.

vii. Staff must try to remember and write down a description of what the child was wearing and any distinguishing features.

viii. 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.

ix. A thorough search of the premises should continue until the child is found.

x. As soon as is practicable, an Incident Investigation should be completed and passed to the Head of Educational Compliance. A SIRF may need to be completed depending on the outcome of the investigation.

17.2 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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<b>Ownership and consultation</b>	
Document sponsor (role)	Group Legal Counsel
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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.

<b>Audience</b>	
Audience	Parents of pupils at Cognita schools School staff

<b>Document application and publication</b>	
England	No
Wales	No
Spain	Yes
Switzerland	No
Italy	No

<b>Version control</b>	
Implementation date	September 2021 – reviewed Jan 2022
Review date	Review and update for implementation in September 2023

<b>Related documentation</b>	
Related documentation	Independent School Standards British Schools Overseas Standards