



Pupil Supervision and Lost & Missing Children Policy

September 2025

1 Introduction

- 1.1 Our school has responsibility to ensure that all pupils are supervised effectively, and they are kept safe while on school premises or during educational visits and off-site activities. This includes during summer courses organised by the school.
- 1.2 Our school has clear arrangements for the start of the school day, break times, lunch times and the end of the school day, and during extracurricular activities.

2 Supervision Duties

- 2.1 Supervisory duties are part of the responsibilities expected of members of staff.
- 2.2 All classes are supervised by the timetabled teacher and/or other members of teaching staff.

3 Supervision in Remote Locations

- 3.1 Remote and/or potentially dangerous areas of the school are out of bounds to unsupervised pupils. These may include terraces, science laboratories, parts of the school grounds, maintenance, catering and caretaking areas of the school.

4 Leaving the Site during School Day

- 4.1 It is expected that all pupils will be on site for the entire day unless they have specific permission to leave. Specific school arrangements are communicated to families. In all cases, pupils will use the signing in and out system established by the school.

5 Lost or Missing Children

- 5.1 In the instance that a child is lost or missing whilst on the school site we will follow the following procedure:
 - Inform SLT.
 - Search for the child.
 - Inform parents.
 - If not found, inform police.
- 5.2 In the instance that a child is thought to be lost or missing whilst off-site we will follow the emergency procedures for the specific educational visit.

6 Supervision during PE Lessons, including Changing Arrangements.

- 6.1 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.

7 Sporting Fixtures

- 7.1 School staff supervise students when at fixtures. A minimum of 2 staff members will be available in case of emergency, illness or other situations where one staff member must supervise, and another must look after an individual child.
- 7.2 Parents are always informed of the finish times and where they must collect their children.
- 7.3 No pupil should leave without the authorisation of the adult leading the activity.
- 7.4 No staff member must leave the sporting fixture without checking all children have been safely collected. Routine checks of changing areas must be conducted.
- 7.5 Procedures are in place in the event a child is not collected at the appointed

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.

9 Travel to and from School on Buses

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

SCHOOL SPECIFIC PROCEDURES

The school day is as follows: Include school hours by building/section etc

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
Sobradriel	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
Secondary		Timings of the day
LST	Years 7,8,9, 10	8:45 – 4:25
MM8	Years 11 to 13	8:45 - 4:25

1 Start of Day Arrangements

- 1.1 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).
- 1.2 Before school, the following supervision arrangements are in place: There are enough members on staff on duty on the gate and in the playground to supervise the pupils.
- 1.3 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.

2 Break and Lunch Time Arrangements

- 2.1 During break, the following arrangements are in place: Pupils are escorted to the playground/dining room in Primary. In Secondary, pupils are dismissed from their classrooms by teachers. At least two members of staff are on duty to supervise the pupils.
- 2.2 During lunch, the following supervision arrangements are in place: during lunch pupils are supervised in the playground by members of staff and in the dining room by monitors and members of school staff. 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.

During wet weather, pupils continue to be supervised in designed areas by school staff. This varies by building.

3 Specific Arrangements for Sixth Form

- 3.1 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. Under specific circumstances, older students may be given permission to arrive later if they have elite sport or additional tutoring in the morning.

4 End of School Day Arrangements

- 4.1 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. Primary pupils are handed over to authorised collectors and pupils from Y7 upwards are allowed to leave the building.
- 4.2 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.
 - 4.2.1 For Primary pupils needing to move between buildings to get a specific bus, there are two adults walking with the children.

5 Non-Collection Arrangements at End of Formal School Day

- 5.1 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.

6 After School Activities

- 6.1 When attending an after-school activity, pupils are supervised by authorised adults. The adult is responsible for taking a register at the activity.
 - 6.1.1 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.
- 6.2 No pupil should leave without the authorisation of the adult leading the activity.
- 6.3 The following procedure will be followed when a pupil is not collected: the after school activity leader or monitor will contact the parents.

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