

# COGNITA

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

**March 2019**

**Spain**



**BRITISH SCHOOL  
OF VALENCIA**  
EST 1992

## Pupil Supervision Policy

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### 1 Introduction

1.1 British School of Valencia 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:

Age range	Timings
Pre-N to Year 6	8.50 am – 4.50pm
Year 7 to Year 11	8.50am – 5.00pm
Year 12 and 13	8.00am – 2.00pm plus 2 afternoons till 5.00pm

### 3 Start of Day Arrangements

3.1

When pupils arrive at school they are expected to enter school:

From 8.50am, the Peris y Valero 55 (Door1) entrance is open for Foundation students. They go straight to classrooms, supervised by staff. Registration is from 9.00-9.15

Door 2,3 and 4(Peris Y Valero) open at 8.50am supervised by staff, they pupils go straight to their classroom. Registration is from 9.00-9.15

The two doors in Centelles open at 8.50 supervised by teachers, pupils walk straight to their classrooms. Registration is at 9.00.

Year 12 and 13 students arrive from 7.50 am via Centelles main door, they are registered and go to class. At 9.00 am they are to go back to their tutor group where their Tutor does the school register again.

3.2 Before school, the following supervision arrangements are in place:

Lesson start at 9.00am and arrangements are as above.

3.3 For pupils arriving by bus: the school bus routes stop in calle Filipinas and are met by school monitors who accompany students into school via the Centelles main entrance.

### 4 Break Time Arrangements

4.1 During break, the following arrangements are in place

10.20-10.40 6<sup>th</sup> Form go to the top playground two teachers are on duty supervising.

10.40-11.00 KS3 and KS4 go out to the playground.

Yr.7 and 8 Mon./Wed. main playground- Tues./Thurs.old top playground

Yr.10/11 Mon./Wed. New top playground- Tues./Thurs.main playground

Yr.9 everyday on the main playground

On Alternative Fridays Yr.7/8 and Yr.10/11 will go to the main playgrounds.

4.2 During break, the following supervision arrangements are in place:

There are seven/eight teachers on duty, two teachers on each top playground and three or four on the main playground.

### 5 Lunch Time Arrangements

5.1 During lunch, the following arrangements are in place:

**1.00-3.00** PN and Nursey- go to the gym for a nap.

### **1.00pm - 1.30pm**

Reception and Yr.1- go to the lower dining room for lunch.  
Yr.2 and Yr.3 – go to main playground.  
Yr.4/5/6 - go to the main dining room.  
Yr.7/8/9 –go to the study room  
Yr.10/11- go to Yr.10B and Yr.9C class to study

### **1.30pm-2.00pm**

Reception and Yr. 1 - Foundation playground.  
Yr.2 and Yr.3- Video in Y2 class and Library  
Yr.4/5/6 - top playground  
Yr.7/8/9/10/11 –main playground

### **2.00pm-2.30pm**

Reception and Yr. 1 go to the Foundation playground.  
Yr.2 and Yr.3- lunch in lower dining room  
Yr.4/5/6 - main playground  
Yr.7/8/9/10/11 –lunch in main dining room

### **2.30pm-3.00pm**

Reception  
Yr. 1 - main playground.  
Yr.2 and Yr.3- main playground  
Yr.4/5/6 – study in Yr.4C, Y5B and library  
Yr.7/8/9/10/11 – new top playground

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

- 6.1 Pupils are expected to leave the premises by the same door they arrived in the morning accompanied by their teacher. 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, the bus monitors will collect them from their class and line them up in the playground, and they will be led to the bus, leaving the school by Centelles door.

## **7 Non-Collection Arrangements at End of Formal School Day**

- 7.1 If a pupil is not collected from school by 5.10pm, they are taken to the School Secretary who will call the parents.
- 7.2 The following procedure will be followed when a pupil is not collected: The school secretary will phone the pupils' parents and will inform them that their child is waiting in the reception area.

## **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
- 8.3 The following procedure will be followed when a pupil is not collected:  
No after school activities.

## **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:  
If a pupil is not collected, the School Secretary is informed to call the parents.

### **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.
- 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.

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

- 12.1 Year 12 and Year 13 start school at 8.00am and finish at 2.00pm  
Year 12 and 13 students arrive from 7.50 am via Centelles main door, they are registered and go to class. At 9.00 am they are to go back to their tutor group where their Tutor does the school register again.  
10.20-10.40 6<sup>th</sup> Form go to the top playground two teachers are on duty supervising them.

### **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.

### **15 Medical Support**

- 15.1 There is a qualified welfare officer on duty from 8.00am to 6.00 pm 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 infirmary.

### **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:  
Inform School Secretary and SMT who will immediately send relevant members of staff to search the school premises.

- 17.2 In the instance that a child is thought to be lost or missing whilst off-site we will follow the following procedure:  
One of the teachers on site will track back all the sites visited, whilst the trip leader will inform the school secretary, who will notify SMT.

## Pupil Supervision Policy

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