



# COGNITA

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

### **SPAIN**

### **September 2020**

## Pupil Supervision and Lost & Missing Children 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 Yr.6	8.50 am – 4.50pm
Yr.7 to Yr.11	8.50 am – 5.00pm
Yr. 12 and Yr.13	8.00 am – 2.00pm plus 2 afternoons until 5.00pm

### 3 Start of Day Arrangements

When pupils arrive at school they are expected to enter:

School doors which have been assigned to each Year group at 8.50am. Different year groups are assigned different entrances. Registration is from 9.00-9.15  
Year 12 and 13 students arrive from 7.50 am via Filipinas 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:  
Teachers and class tutors are in their classrooms ready for students arrival so lessons start at 9.00am.
- 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 Filipinas bus door.

### 4 Break Time Arrangements

- 4.1 During break, the following arrangements are in place:  
Break times are organised separately for each year group. Each Year group is assigned a different playground alternating playgrounds each day. All breaks are supervised by at least two teachers.  
Each Year group in Sixth Form is assigned a different day to go to the park during break time.

- 4.2 During break, the following supervision arrangements are in place:  
There are four teachers on the main playground covering the four corners and toilet area. When top playgrounds are in use, two teachers supervise each top playground.

### 5 Lunch Time Arrangements

- 5.1 During lunch, the following arrangements are in place:  
**EYs**  
12.00-1.00PN and Nursery go to the small dining room for lunch.  
1.00-3.00 PN and Nursey go to their classrooms for a nap.  
12.30-1.00 Y3 go to the mains dining  
**1.00pm - 1.30pm**  
Reception - go to the lower dining room for lunch.

Yr.1 – go to main playground.

Yr.4/5- go to the main dining room.

Yr.7/8/9/10/11 –go to secondary class rooms to do society projects or revise

Yr 6- main playground

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

Reception - Foundation playground.

Yr.1 - lunch in lower dining room

Yr.2- Societies project work

Yr.3 - top playground

Yr6 – Main dining room

Yr.7/8/9/10/11 –top playground, terrace and main playground

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

Reception go to their classroom

Yr.1- Project work

Yr.2- lunch in lower dining room

Yr.3/4/5/6 – Project work in their classroom

Yr.7 – lunch in the main dining room and the gym

Yr.8/9 –lunch in main dining room

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

Reception- Yr 6 Project work

Yr.10/11 –lunch in the main diningroom

- 5.2 During lunch, the following supervision arrangements are in place: There will be at least two members of staff in the dining room and when in the classrooms at least one member of staff. When on the playground at least four members of staff.

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

- 6.1 Pupils are expected to leave the premises by 5.00 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 will be collected from the main playground and escorted to the bus at 4.45.

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

- 7.1 If a pupil is not collected from school by 5.10pm, they should go to the front office, there the secretary will phone the child's parents.
- 7.2 The following procedure will be followed when a pupil is not collected: Family member will be called and if there is still no response the Local Police will be notified.

## **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
- 8.1 The following procedure will be followed when a pupil is not collected: The child will wait at the front office, where the secretary will phone the child's 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: Family member will be called and if there is still no response the Local Police will be notified.

### **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.

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

12.1 All sixth form pupils have to have a written authorisation signed by their parents which will allow them to leave the school premises on their own at the end of the school day.

### **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 9.00 to 5.00 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 Lidon Roig.

### **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 SLT and Front desk Secretary.

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- 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:  
Inform SLT and Front desk Secretary who will inform the police.

<b>Ownership and consultation</b>	
Document sponsor (role)	Group Director of Education
Document author (name)	Alison Barnett, Safeguarding Adviser
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>	
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Wales	No
Spain	Yes

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