



COGNITA

Pupil Supervision and Lost & Missing Children Policy

SPAIN

September 2021

Pupil Supervision and Lost & Missing Children Policy

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, Nursery &	9.15 am – 4.30pm
Reception	9.00 am -4.50pm
Y1 to Yr.6	9.00 am – 4.50pm
Y7 to Y11	9.00 am- 5.00pm
Yr. 12 and Yr.13	8.00 am – 2.00pm plus 2 afternoons until 5.00pm

3 Start of Day Arrangements

- 3.1 When pupils arrive at school they are expected:
To go to their assigned door for 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 with their card 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 staff 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.EYs playground for EYs and main playground for Y1-Y6 from 11.00am - 12.00am. Y7-Y11 use both top playgrounds and the main playground from 10.40-11.0. 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 either top playgrounds from 10.20-11.40.
- 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
12.15-1.00PN 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 Y2 go to the main dining room for lunch
1.00pm - 1.30pm

Reception - go to the lower dining room for lunch.

Yr.1 – go to top playground.

Y2 -go to EYs playground

Yr.3/4- go to the main dining room.

Yr5/6- go to the main playground

Yr.7/8/9/10/11 –go to secondary class rooms to do project based learning or study

1.30pm-2.00pm

Reception - Foundation playground.

Yr.1 - lunch in lower dining room

Yr.2- Project based learning

Yr.3/4 - main playground

Yr5/6 – Main dining room

Yr.7/8/9/10/11 – remain in secondary class rooms to do project based learning or study

2.00pm-2.30pm

Reception- in classroom activities

Yr.1- Project based learning

Yr.2- Project based learning

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

Yr.7/8 – lunch in the main dining room

Yr.9-11 –Main playground break

2.30pm-3.00pm

Reception- Yr 6 Project work

Yr.7/8- Main playground break

Yr.9/10/11 –lunch in the main diningroom

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

6 End of School Day Arrangements

- 6.1 Pupils are expected to leave the premises by 5.00 pm 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, the teacher at the door should contact the school Secretary who 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

The following procedure will be followed when a pupil is not collected: The child will wait at the door with a member of staff who will notify the secretary who 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. Parents must inform the school Secretary via email. Secondary pupils will need to have a written authorisation signed by their parents which will allow them to leave the school premises on their own at lunchtime or the end of the school day.

12 Specific Arrangements for Sixth Form

- 12.1 All sixth form pupils will have a register card which will used to sign entrance and exit of school. Parents will have to notify the school Secretary of any specific leave during the day. In case a pupils has finished their lessons in the morning and does not have any more lessons until 3.00pm, the Pupils may leave the premises after signing out with the register card. Pupils have to have a written authorisation signed by their parents which will allow them to leave the school premises on their own at lunchtime and 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 8.00 am 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 the Secretary to be attended by a first Aider.

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.

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

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Ownership and consultation	
Document sponsor (role)	Group Legal Counsel
Document author (name)	Regional Safeguarding Lead
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