



COGNITA

Pupil Supervision and Lost & Missing Children Policy

SPAIN

7th September 2023

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 & Reception	8.50 am – 4.30pm
Y1 to Yr.6	8.50 am – 4.30pm
Y7 to Y11	8.50 am – 4.30pm
Yr. 12 and Yr.13	8.00 am – 2.00pm plus 2 to 4 afternoons from 2.30 to 4.30pm

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 and enter their classroom. 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 is at Calle Filipinas and are met by school staff who accompany students into school via the Filipinas bus door. Younger children are escorted to their classroom to ensure pupils are safely off the school bus and where they should be.

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 10.30am-11.30 am and the main playground, top playground and terrace for Y1-Y6 from 11.00am – 11.30am. Y7-Y11 use both top playgrounds and the main playground from 10.40-11.00. Each Year group is assigned a different playground. All breaks are supervised by at least two teachers in top playgrounds and four to five teachers in the main playground.
Each Year group in Sixth Form is assigned a different day to go to either top playgrounds from 10.20-11.40 with the supervision of at least two teachers.

During break, the following supervision arrangements are in place: There are at least 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.

- 4.2

5 Lunch Time Arrangements

- 5.1 During lunch, the following arrangements are in place:
- EYs**
12.20-1.00 PN and Nursery go to the small dining room for lunch.
1.00-2.30 PN and Nursey go to their classrooms for a nap.
1.00pm - 1.30pm
Reception - go to the lower dining room for lunch.

1.30-2.00

Reception go to the EYs playground

2.00-2.30

Reception go to their classroom

Primary

Yr.1 -1.00-1.30 -- go to the lower dining room, at **1.30** Y1 go to the EYs playground until **2.00** when they go to their classrooms.

Yr2 & Yr3 – **1.00-1.30** go to the top playground, **1.30-2.00**. lower dining room for lunch **2.00-2.30** pupils go to their classrooms.

Yr.4, Yr5 & Yr 6 - **1.00-1.30** main dining room for lunch.**1.30-2.00** main playground. **2.00-2.30** in their classroom with their teacher.

Secondary

Yr.7 & Yr.8 – **1.00-1.30**- Study in the study room or in their allocated classroom.**1.30-2.00** main dining room for lunch. **2.00-2.30** main playground.

Yr9, Yr.10 & Yr.11 **1.00-1.30**- main playground. **1.30-2.00** Study in the study room or in their allocated classroom.. **2.00-2.30** main dining room for lunch

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

5.3

6 End of School Day Arrangements

6.1 Pupils are expected to leave the premises by 16:30 unless they are attending an after-school activity or stay after school in the study room. 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, EYs pupils will be collected from their classrooms and will meet in the main playground with the rest of the pupils who will be sent by their teacher to line up with the bus monitors and escort them to the bus at 4.30.

6.3

7 Non-Collection Arrangements at End of Formal School Day

7.1 If a pupil is not collected from school by 16:30, they should be taken to the study room where there will be a monitor that will attend them until their parents collect them. The parents will be called and told that their child is in the Study room and has to be collected the latest by 17.30.

7.2

- 7.3 The following procedure will be followed when a pupil is not collected: Parents will be called by the school secretary and if there is still no response another authorised family member will be contacted 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. Pupils attending after school activities will line up in the playground with their monitor and will be registered before entering their allocated classroom. If a child does not arrive, parents will be contacted.

8.2

- 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: Parents will be called by the school secretary and if there is still no response another authorised family member will be contacted if there is still no response the Local Police will be notified.

8.4

9 Sporting Fixtures

- 9.1 PE staff supervise students when at fixtures, either a minimum of 2 staff members or one staff member and school mobile phone in case of emergencies, illnesses or other events where one staff member has to supervise, and another has to look after an individual child.

- 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 9.4 The following procedure will be followed when a pupil is not collected: Parents will be called by the school secretary and if there is still no response another authorised family member will be contacted 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

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 for specific permission to leave.

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 be used to sign entrance and exit of school. Parents will have to notify the school Secretary of any specific leave during the day via email.

In case a pupil has finished their lessons in the morning and do not have any more lessons until 2.30pm, the Pupil 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 to 6.00 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 School Secretaries.

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 Headteacher, SLT and Front desk Secretary.
- 17.2 In the instance that a child is thought to be lost or missing whilst off-site we will follow the following procedure:
Phone the school and inform front desk Secretary who will inform the Headteacher and the Police

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