



# COGNITA

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

### **SPAIN**

September 2024

## 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
Infantil- Pre-N, Nursery & Reception	8.50 am – 4.30pm
Primaria- Y1 to Yr.6	8.50 am – 4.30pm
Secundaria Y7 to Y11	8.50 am – 4.30pm
Bachiller Yr. 12 and Yr.13	8.50 am – 4.30pm

### 3 Start of Day Arrangements

When pupils arrive at school, they are expected to Access the School via the assigned door at 8.50am. Each Year group has an assigned door to enter and exit school. Registration is at 9.00, by 9.15 registers will be closed.

Year 12 and 13 will arrive at 8.50 am via Avenida Peris y Valero 99 Nexus. They Will register with their card to enter and exit the building.

- 3.1 Teachers and tutors are in their classrooms to receive pupils if a pupil does not arrive as expected they will be absent in the register.
- 3.2 Before school, the following supervision arrangements are in place: Teachers are in their classrooms to receive pupils.
- 3.3 For pupils arriving by bus, their monitor will escort them to their classroom and handover to their class tutor. There is also a monitor at the school door where the bus parks to ensure all pupils are safely off the school bus and where they should be.

### 4 Break Time Arrangements

During break, the following arrangements are in place EYs playground for EYs and main patio and two Top patios are in use for Y1-Y6 from 11.00am – 11.30am. Y7-Y11 use main patio and two top patios from 10.40-11.00. Each form has their assigned playground. There are two members of staff on the top playgrounds and at least three members of staff on the main playground to monitor students.

Sixth Form needs to have authorisation from their parents to leave Nexus. They Will sign in and out with their card.

- 4.1 During break, the following supervision arrangements are in place: On top patios/playgrounds there are two members of staff to monitor and on the main playground/patio a minimum of three to monitor.

### 5 Lunch Time Arrangements

- 5.1 During lunch, the following arrangements are in place:

**EYs**  
**12.20-1.00 PN and Nursery** small dining room.

**1.00- 2.30 PN and Nurse** nap.  
**1.00pm - 1.30pm Reception** – dining room.  
**1.30-2.00 Reception**- playground  
**2.00-2.30 Reception** –extracurricular enrichment activity

### **Primaria**

**Yr.1 -1.00-1.30** – dining room **1.30-** playground, at **2.00** extra-curricular enrichment activity

**Yr2 1.00-1.30** playground, **1.30-2.00** dining room **2.00-2.30** extra-curricular enrichment activity

**Yr3 – 1.00-1.30** extra-curricular enrichment activity, **1.30-2.00** playground, **2.00-2.30** dining room

**Yr.4, Yr5 & Yr 6 - 1.00-1.30** dining room **1.30-2.00** playground **2.00-2.30** extra-curricular enrichment activity

### **Secundaria**

**Yr.7 & Yr.8 – 1.00-1.30**-study and extra-curricular enrichment activity, **1.30-2.00** dining room. **2.00-2.30** playground.

**Yr9, Yr.10 & Yr.11 1.00-1.30-** playground. **1.30-2.00** study and extra-curricular enrichment activity, **2.00-2.30** dining room

5.2 During lunch, the following supervision arrangements are in place: There are a minimum of three monitors in the dining room and one teacher in each class for the extra curricular activities. On the main playground there are a minimum of three teachers. On rainy days Primary and Secondary pupils will go to the covered area. Early Years will remain their classrooms.

## **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. No pupils may be in any other area of the school site unless under the direct supervision of an authorised adult. Pupils will line up at their corresponding door and will be called when their parents come to collect them.

6.2 For pupils travelling by bus, bus monitor will collect EYs from their classroom and then collect Primary from the playground. They will lead them to the bus through the school to C/ Filipinas bus door. <insert if there are specific arrangements/delete if not>. Include handover, how you supervise all children are safely on the bus

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

7.1 If a pupil is not collected from school by 16.30 the pupil will be sent to the extra hour in the Study room supervised by two members of staff and the secretary will call both parents

7.2 The following procedure will be followed when a pupil is not collected: SLT will be notified and 091 will be called if parents cannot be contacted.

## **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 No pupil should leave without the authorisation of the adult leading the activity subject to suitable and agreed handover arrangements.

8.2 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 Police (091) will be notified.

### **9 Sporting Fixtures**

9.1 PE staff supervise students when at fixtures. We have a minimum of 2 staff members 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 and where they must collect their children.

9.3 No pupil should leave without the authorisation of the adult leading the activity.

9.4 No staff member must leave the sporting fixture without checking all children have been safely collected. Routine checks of changing areas must be conducted.

9.5 9.5 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 Police (091) 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 and Sixth Form 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.

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.

Parents authorisation is needed in case a pupil has finished their lessons in the morning and do not have any more lessons until 2.30pm, the Pupils may leave the premises after signing out with the register card.

### **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 8.30 to 17.30 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.

### **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 on 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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Consultation & Specialist Advice	
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