



COGNITA

Pupil Supervision and Lost & Missing Children Policy

September 2025

1 Introduction

Our school has responsibility to ensure that all pupils are supervised effectively, and they are kept safe while on school premises or during educational visits and off-site activities. This includes during summer courses organised by the school.

Our school has clear arrangements for the start of the school day, break times, lunch times and the end of the school day, and during extracurricular activities.

2 Supervision Duties

Supervisory duties are part of the responsibilities expected of members of staff.

All classes are supervised by the timetabled teacher and/or other members of teaching staff.

3 Supervision in Remote Locations

Remote and/or potentially dangerous areas of the school are out of bounds to unsupervised pupils. These may include terraces, science laboratories, parts of the school grounds, maintenance, catering and caretaking areas of the school.

4 Leaving the Site during School Day

It is expected that all pupils will be on site for the entire day unless they have specific permission to leave. Specific school arrangements are communicated to families. In all cases, pupils will use the signing in and out system established by the school.

5 Lost or Missing Children

In the instance that a child is lost or missing whilst on the school site we will follow the following procedure:

- Inform SLT.
- Search for the child.
- Inform parents.
- If not found, inform police.

In the instance that a child is thought to be lost or missing whilst off-site we will follow the emergency procedures for the specific educational visit.

6 Supervision during PE Lessons, including Changing Arrangements.

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.

7 Sporting Fixtures

School staff supervise students when at fixtures. A minimum of 2 staff members will be available in case of emergency, illness or other situations where one staff member must supervise, and another must look after an individual child.

Parents are always informed of the finish times and where they must collect their children.

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

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

Procedures are in place in the event a child is not collected at the appointed

8 After School Activities

When attending an after-school activity, pupils are supervised by authorised adults. The adult is responsible for taking a register at the activity.

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

9 Travel to and from School on Buses

Spanish legislation (*Real Decreto 443/2001*) states that a school bus route must always have a monitor/chaperone on board the vehicle when 50% or more of the students travelling are under the age of 12. Pupils are expected to behave responsibly and to follow the driver's instructions. This includes always wearing a seat belt. Our expectation is that all our home to school routes and all other transport services such as educational visits and offsite activities have chaperones on board.

The Headteacher reserves the right to exclude a pupil from travelling on school sponsored transport if their behaviour does not meet the required standard.

SCHOOL SPECIFIC PROCEDURES

The school day is as follows: Include school hours by building/section etc

Age range	Timings
Early Years- Pre-N, Nursery & Reception	8.50 am – 4.30pm
Primary- Y1 to Yr.6	8.50 am – 4.30pm
Secondary Y7 to Y11	8.50 am – 4.30pm
Sixth Form Yr. 12 and Yr.13	8.50 am – 4.30pm

1 Start of Day Arrangements

Main site - When pupils arrive at school, they are expected to Access the School vía the assigned door at 8.50am. Each Year group has an assigned door to enter and exit school, Peris y Valero for Early Years and Primary and Calle Centelles for Secondary. Registration is at 9.00, and by 9.15 registers will be closed.

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

Before school, the following supervision arrangements are in place: Teachers are in their classrooms to receive pupils.

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.

2 Break and Lunch 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 – 11.20am. For Secondary Y7-Y11 will 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.

The following supervision arrangements are in place in the different areas for break: On top patios/playgrounds there are two members of staff to monitor and on the main playground/patio a minimum of three members of staff to monitor.

During lunch, the following supervision arrangements are in place: EYs 12.00-12.30 will have their class teacher and TAs in the dining room to supervise lunch. After lunch there are duties set to ensure that there are two members of staff on the EYS playground, two members of staff for nap time, one member of staff in the classroom for enrichment or three members of staff on the playground to supervise pupils. Primary- Y1-Y3 -12.30-1.00, Y4-Y6- 1.00-1.30, Secondary Yr.7 & Yr.8 –1.30-2.00, Yr.9, Yr.10 & Yr.11 2.00-2.30- are supervised by three members of staff in the dining room and during the lunchtime period, duties are set to ensure there are a minimum of three members of staff on the playground, one member of staff in the classroom for enrichment.

During wet play -the covered area will be used by Primary Y1-Y6 from 11.00am – 11.20am at intervals of 15 minutes per Key Stage. The covered area will be used by Secondary as well as the main corridor leading to the playground. All staff will be on duty.

3 Specific Arrangements for Sixth Form

Sixth form pupils who wish to stay for lunch will be able to have lunch in Nexus, in the Cafeteria area supervised by one member of staff.

4 End of School Day Arrangements

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.

For pupils travelling by bus, a 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. They will be escorted to their corresponding bus and the bus monitor will stay with them throughout the route.

5 Non-Collection Arrangements at End of Formal School Day

The following procedure will be followed when a pupil is not collected: 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

If the pupil is not collected by 17.30, SLT will be notified. Both parents will be contacted and in the event of not being able to contact them we will inform the police at 091.

6 After School Activities

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.

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

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.

Version control:

Ownership and consultation	
Document Sponsor	Chief Education Officer
Document Author / Reviewer	Regional Safeguarding Lead (RSL)
Consultation & Specialist Advice	
Document application and publication	
England	No
Wales	No
Spain	Yes
Switzerland	No
Italy	No
Version control	
Current Review Date	September 2025
Next Review Date	September 2026
Related documentation	
Related documentation	Independent School Standards British Schools Overseas Standards