



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

## **SPAIN**

### **SEPTEMBER 2024**

### 1 Introduction

- 1.1 ELIS Murcia 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
Early Years (3-4)	9.10 to 4.10pm (Buenavista campus)
Year 1 (5)	9.10 to 4.10pm (Buenavista campus)
Year 2- Y7 (6-11)	9.10 to 4.20pm (Buenavista campus)
Year 8- Y13 (12-17)	9.10 to 4.30pm (Montevida campus)

### 3 Start of Day Arrangements

- 3.1 When pupils arrive at school, they are expected to:

#### Early Years and Year 1 (Gandhi)

There is a beehive club from 8.00-9.00am for Early Years, Y1 and exceptionally, for Primary students. Parents take their children straight to the designated area (first classroom on the left when entering Gandhi).

At 8.45am the gate to the Early Years outdoor area is opened to give access to Nursery and Reception parents so that they can take the students to the designated areas (outdoor areas adjacent to classrooms). The class teacher welcomes all students and parents in the pen area and takes each student straight into the classroom where they stay with that group's teaching assistant.

At 8.45am the main gate in Gandhi is also opened so that Y1 students can access the school and go straight to the classroom. In this case parents will hand over their children and these will be accompanied to their classrooms by a member of staff. The Infant site Coordinator stands at the entrance of the building to welcome families and ensure all students' safety when entering the building.

#### Year 2 & Year 3 (Newton)

Year 2 & Year 3 parents can access the school with their cars driving through the school's main gate. Once they are inside the campus, they leave their children in the drop off area next to Lucy. There is a member of staff ready to welcome students and take them to the designated area where there is also a member of staff on duty.

Y2- Little playground next to Lucy.

Y3- Astroturf areas at the front of Lucy.

#### Year 4 to Year 7 (Séneca)

Parents or carers of Year 4 to Y7 students drop them off so that they can access the school via the footbridge entrance where they are welcomed by a member of staff. Once students

are inside the school, they walk to the different holding areas in Séneca under the supervision of the staff on duty.

### **Year 8 to Year 13 (Montevida)**

All students enter the building through the entrance for students where there are staff on duty to welcome them to school and make sure they enter in an orderly manner. All students must wait in the playground until the bell goes. Staff are on duty.

Important: As soon as registers are done, all parents/carers whose children are absent, should be phoned by the Secretarial staff to ensure that they have not been sent to school on that day and so that the absence can be justified.

3.2 Before school, the following supervision arrangements are in place:

#### **Early Years and Gandhi:**

Beehive: 2 members of staff supervise students in the first classroom at the entrance of the building (Reception Squirrels). At 9.00am, students are collected from this classroom by designated staff, and they are accompanied to their classrooms.

Nursery & Reception: Supervised by staff who are on rota (from 8.45 to 9.00) and after this time, the class teacher and teaching assistant take over.

Year 1: Students are collected from the main gate where the Infant Site Coordinator stands and hands over the students to the person on duty who then accompanies them to the 1<sup>st</sup> floor in Gandhi. There is a member of staff on rota who welcomes students until the teachers take over.

Y2- Y7: Students are supervised by the staff who are on rota (in the different designated areas.). At 9.10am when the bell goes, students line up and the tutor or teacher teaching P1 collects them and accompanies them to their classrooms.

At 9.10 all school gates are closed.

- Children who arrive at the school after the close of the morning register must report to reception so that administration staff can adjust the registers. In Gandhi, students will be accompanied to their classroom by the Gandhi Infant Site Coordinator. Lower School Primary students must be accompanied by a member of the school office to ensure they walk safely to their classrooms.  
Parents are not allowed to take their children to the classrooms after this time.
- Registers are done both on SIMS/Cognita Connect and paper (for Lower School and Y7).

Y8-Y13 Students must wait in the playground until the bell goes, this is the time when pupils can enter the building. Any students arriving later than 9.10am must report to the school Reception area where a member of the admin team will update the register.

3.3 For pupils arriving by bus the following procedures are in place:

#### Procedure for buses entering the site to drop students off inside school

There are currently two bus routes which enter the school to drop students off at the bus car park opposite Gandhi. These students are accompanied by the bus monitor

who drops younger students in Gandhi. Pupils are taken straight to their classrooms to then hand them over to the relevant teacher. The Infant Site Coordinator always stands at the gate to ensure all students enter the site safely and ensures that bus monitor take these students to the right classroom, where they are welcomed by their teachers or staff on duty.

Lower Primary students travelling on these bus routes wait by the Gandhi fence, until the bus monitor escorts them to the designated areas (supervised by an adult).

### Procedure for buses which drop the students off outside the school grounds (by the footbridge)

The rest of buses drop the students off at the entrance on the road where the footbridge is. There is a member of staff on duty to support the monitor whilst ensuring all students enter the school site in a safe manner. Once students are inside, the bus monitor accompanies all students to the relevant holding areas in Primary.

Special attention is paid to Early Years and Year 1 students as they walk a long way from the footbridge to Gandhi.

The staff who are on duty by the bus drop off areas must ensure that on the arrival of school buses to school, monitors must check that there are no students left on the buses when they get off the bus

*It is essential for registers to be accurate in all cases, but especially when students travel by bus and in the case of a student being absent. The Secretarial staff must liaise with families as soon as possible to ensure that students have not been sent to school.*

## **4 Break Time Arrangements**

4.1 During break, the following arrangements are in place:

### **Early Years and Y1 in Gandhi**

Nursery and Reception- Outdoor Area

Y1 Gandhi's Playground (top one)

### **Y2- Y7 (Students from Newton and Séneca)**

Y2- little playground next to Newton.

Y3-Y7 big playground opposite Newton.

### **Y8-Y13**

All students in the big playground. All available spaces are used by students.

4.2 During break, the following supervision arrangements are in place:

### **Early Years and Y1 in Gandhi**

Nursery and Reception- Students are supervised by the staff on duty. (Break rota)

Y1 Gandhi's Playground - Supervised by two members of staff (Break rota)

### **Y2- Y7 (Students from Newton and Séneca)**

Y2- little playground next to Newton. Students are supervised by 2 members of staff (rota)

Y3-Y7 big playground opposite Newton. Students are supervised by 3 members of staff (rota)

### Y8-Y13

All students in the big playground. All available spaces are used by students. Supervised by 3 members of staff (a fixed person and 2 rotation).

## 5 Lunch Time Arrangements

5.1 During lunch, the following arrangements are in place:

**Nursery and Reception** have lunch at 12.00. Students move from Gandhi to Séneca.

**Y1** students enter Seneca's dining-room at 12.30.

**Y2 to Year 4** start their lunch at 12.55 in Séneca.

**Y5 to Y7.** Start their lunch at 1.55 in Séneca.

**Y8 and Y9** start their lunch at 12.55 in Montevida's dining-room

**Y10 to Y13** start their lunch at 1.55pm in Montevida's dining-room. Sixth form students can bring their own lunch if they wish to.

5.2 During lunch, the following supervision arrangements are in place:

### Early Years and Y1

**Nursery and Reception:** The established lunch time for these students is at 12.00. Pupils move from Gandhi to Séneca and they are always accompanied by two members of staff, one at the front and one at the back of the line.

Nursery Students are the first ones to enter the dining-room. Students with allergies or any specific dietary requirements, always go first. There is a designated member of staff from the Early Years team, who ensures that students sit in the right place (blue trays are already set). This member of staff double checks with the catering member of staff responsible for allergies, that each student has the right tray. These students sit on a separate table to avoid any cross contamination or students getting food from each other's trays. There is also some space left between students, specially in the case of severe allergies. The rest of Nursery students go to their designated table and are supervised at all times by the staff on duty.

**Reception** students get into the dining-room straight after Nursery and the same procedure is followed. They are also supervised by the staff on duty.

**Year 1** students enter Seneca's dining-room at 12.30. The same procedures for allergies or special dietary requirements also apply. These students sit in a different area (separate from Early Years students) and are supervised by two members of staff from the Y1 team.

Once all students have finished, the staff on duty escorts them back to Gandhi, one member of staff stands at the front and the other one at the back of the line. Once students enter the building, students are organised as follows:

Nursery students- get ready for their nap.

Reception students- go to the little playground.

Y1 students- go to playground.

It is paramount to do a head count when Nursery students enter the siesta room after they have been to the toilet. An active supervision is required during this time. (i.e. check that students do not have any food left in their mouths or that they do not have any little objects, plasticine, that they can put in their mouths, nose, etc).

Y2 to Year 4 start their lunch at 12.55pm. Y2 students are taken straight to the dining-room and Y3, & Y4 wait in the big playground opposite Newton until it is their turn to have lunch. A member of staff escorts each group to the dining-room in Séneca. Students with allergies or special dietary requirements always stand at the front and are the first ones to get in. (These students stand in a designated place and wait for the catering member of staff to give them their trays).

Students are supervised at all times in the dining-room and outside- in the big playground by the staff on duty (rota).

Y5 to Y7. Students from Y5 to Y7 start their lunch at 1.55pm and follow the same procedures as above.

Y8 to Y13.

In order to improve the quality of the provision for our older students, and extra sitting has been organised this year.

Y8 and Y9 students have lunch at 12.55pm and Y10 to Y13 at 1.55pm.

The catering team is aware of students' allergies and liaise with students directly on a one-to-one basis.

Y12 & Y13 are allowed to bring their own food if they wish to.

Students wait in the playground area until it is their turn to enter the dining-room. Pupils are supervised at all times by the staff who are on duty (rota).

Wet play days- all students go to their classrooms and are supervised by the members of staff on duty. Additional staff is always needed in these cases therefore, apart from the staff on duty, there are other members of staff who volunteer to supervise with our students.

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

6.1 Pupils are expected to leave the premises by 4.30pm 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.

- It is assumed that the parent, guardian or other regularly prescribed adult will pick up the child at the end of the day unless we are told otherwise through the child's journal and a telephone call to the school office. If the school staff are at all unsure about letting a child be taken by an adult, they should take the child to the school office and discuss the situation with a member of the SLT of the school.

### **Early Years and Year 1 (Gandhi)**

Nursery and Reception parents/carers will collect the students from the Outdoor area in Gandhi. Students will be waiting inside the classroom or adjacent fenced area and class teachers will hand the students over to their carers/parents. The teaching assistant will

supervise the rest of the students whilst the teacher hands the students over. The Early Years Coordinator will be on duty to oversee the handovers and to make sure all students leave the site in a safe manner.

Year 1 Parents/ carers will be collecting the students from the main gate in Gandhi. Y1 students will wait in the playground and the Y1 team will hand the students over to their parents. This is done with the supervision of the Infant Site Coordinator.

### **Y2 and Year 3 (Newton)**

Year 2 students will wait for their parents/carers to collect them from one of the designated areas adjacent to Newton. They will be supervised at all times by their tutors who are responsible of handing them over to their parents in a safe manner.

Year 3 students will wait in the little playground next to Newton and will be handed over by their teachers to their parents/ carers in a safe manner.

### **Year 4 to Year 7 in Séneca**

All students will be collected from the other side of the footbridge. All groups have to be escorted by the teacher teaching the last period or (by the class tutor in some cases) who will take them to the designated area: Year 4- at the right-hand side of the bridge and Y5 to Y7 on the left-hand side. This is if you are positioned with your back to the footbridge.

All Lower School and Year 7 students must go to the school office (accompanied by a member of staff), when parents fail to collect their children on time. The secretarial staff will contact families immediately.

### **Year 8 to Year 13 (Montevida)**

Students are collected by their parents who are usually waiting outside the school. Due to the age of students (particularly older ones), some students have permission to walk home.

In the case of students not being collected by their parents, they must go to the school office so that families can be contacted.

6.2 For pupils travelling by bus, arrangements are made:

All bus monitors use a daily register for the morning and one for the afternoon.

### **Early Years & Year 1 (Gandhi)**

- At the end of the day, all bus children are taken to the area between the Reception classrooms and the playground (in the main hall) and are divided into bus route groups where they wait for the bus monitors to arrive. These students are supervised by some members of the Gandhi team. There is a designated member of the team who is responsible for ensuring that all students go on the right bus route and is aware of any bus changes. This is done with the help of the class teacher and supervised by the Gandhi Infant Site Coordinator. The students exit via the main gate with the relevant busmonitor at the front of the line and is always followed by a member of the Gandhi team who stands at the back of the line. This member of staff is responsible of ensuring that all students embark safely on the school bus.

- There is a Bus list in Reception, where the school secretary/Gandhi Coordinator reflects any changes affecting the organisation to the bus routines of the children using the service. This information is also shared with bus monitors and double checks are done. All children going on the bus are ticked off the list as they leave. The staff accompanying the children to the bus must ensure that both the bus driver and the bus monitor are on the bus.
- The school staff is responsible for the safe embarkation of the children onto the bus. Children are assumed to be going on their bus unless the parents have stated otherwise through the child's journal and a telephone call. Such information is passed to the administration staff with the morning register.
- Any parent collecting a child before the end of the school day must inform the school and collect them from Reception so that registers can be adjusted, and children can be supervised while they wait.

### **Y2 & Y3 Students in Newton**

At the end of the day, **Y2 & Y3 bus pupils** must be collected from the entrance of Newton at **4.05pm** by a designated staff member and must be accompanied to the designated areas (coloured pillars).

The designated person must support the bus monitor to ensure all students are ready on time and must wait until all bus monitors leave.

### **Y4- Y7 in Séneca**

At the end of the day, **Y4** bus students must be collected by the bus monitor from the entrance of Séneca at **4.10pm**.

Y5 to Y7 students must leave the classroom at 4.15pm and can go straight to the buses. It is essential that students do not stay behind so that buses are not delayed.

Parents must inform the school via a note in the journal and a telephone call to the office about any changes in the collection arrangements. The school office must inform the bus monitor and the Infant Site Coordinator (in case of students in Gandhi) and to the relevant teacher in Primary and Y7. It is key to double check the change in arrangements to ensure clarity and avoid making mistakes.

### **Y8-Y13 in Montevida**

All students wait by the outdoor fence until buses arrive. Once they do, they walk to the designated bus route in an orderly fashion. Bus monitors together with a member of the admin team must ensure that all students embark on the bus in an orderly fashion. Any changes in arrangements must be reported to the office and the named responsible person for buses, informs all bus monitors. A student missing the bus must report to staff on duty for assistance.

*It is mandatory to have 2 members of staff on duty (one being the Site Manager) in the bus area at the Buenavista campus. The objective is to oversee the movement and departure of buses as this is a critical time of the day and we must ensure pupils' safety at all times.*



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

- 7.1 If a pupil is not collected from school by 4.30pm, they should be accompanied to one of the school offices.
- 7.2 The following procedure will be followed when a pupil is not collected:  
The school office will phone home if there is no explanation for the failure to collect the child and will keep the relevant section Head duly informed of any eventualities. The office staff will only leave if there is supervision of the pupil from e.g. a member of the SLT.

### **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.

#### **Early Years and Y1 (Gandhi)**

Students are organised in groups according to the selected Extra-curricular activity and they will be collected by their monitors in the agreed areas. Gandhi's main corridor also supervised by teachers and the Infant Site Coordinator on their way out. Students will be ticked off the list on their way out. The Extra-curricular monitors will also call the register before starting an activity.

Y2 & Y3 students wait at the entrance of Newton and Y4 to Y7 pupils at the entrance of Séneca. Supervised by the monitors and the Extra-Curricular Coordinator.  
The Extra-curricular Coordinator must check students against the list.

Extra-curricular monitors must check that all students in the list are present before moving them to the areas where the activity will take place (Students must be checked against the list). In the case of a child not turning up to the meeting place, the monitor must inform the Extra-curricular Coordinator immediately and he will follow this up with the relevant teacher and/or office staff.

- 8.2 No pupil should leave without the authorisation of the adult leading the activity. The Extra-curricular activity monitor is responsible of making sure that all students are handed over to their parents and carers and they cannot leave the school premises until all students are handed over to their parents/carers.
- 8.3 The following procedure will be followed when a pupil is not collected:  
In the case of a student not being collected by their parent at 5.30pm, the Extra-curricular activity monitor, must inform the Extra-curricular Activity Coordinator and accompany the students to the school office. If the Extra-curricular Activity Coordinator cannot be contacted, a member of the SLT must be informed. In any case, parents must be contacted immediately so that the student(s) can be collected.

### **9 Sporting Fixtures**

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- 9.1 PE staff supervise students when at fixtures. It is important to 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.

In the case of a students no being collected the staff member will not leave until the family has been contacted and the student has been collected.

### **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. In any case, the school office staff will reflect the departure of any students in the departure record book.

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

Attendance is closely monitored, and students are expected to be onsite for the entire day unless they have specific arrangements in place.

### **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. A special consideration should be given when students use the club's changing rooms before or after swimming lesson as this changing rooms are also shared with club members.

### **15 Medical Support**

- 15.1 There is a qualified welfare officer on duty from 8.45 to 5.30 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 School office (having previously informed his/her class tutor).

### **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.

Students can only access the part of the club at the Buenavista Campus which students use as the playground, PE lessons and the swimming area in June (pupils must always be accompanied by a minimum of two teachers per group).

### **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:

1. If a teacher suspects that a child is missing from a lesson or activity, they will contact the nearest member of SLT and school office immediately.
2. All remaining children will be kept safe in a secure place with adequate adult supervision, including assistance from other school staff if necessary.
3. A full headcount will be taken by the teacher-in-charge and matched against the register; usually the class teacher or nominated person.
4. A senior member of staff, together with assigned members of staff, will make a thorough search of the building and/or site and immediate surroundings including storage areas and toilets. A thorough check of all exits will be made, to ensure all gates/doors are locked and there is no other way a pupil could have left the site. If something is discovered, the SLT team must be immediately informed.
5. The following list held in the school office will be checked: attendance register, off site records, and other school clubs.
6. If the child is not found after this initial search and/or approximately 10 minutes from the initial report of them deemed missing, the school office will inform the Executive Principal and Director of Education (Cognita Head Office), including where a child is found wandering or at risk of being lost or missing. The CPC in school will be notified immediately and they will ensure that the parents have been informed by the teacher responsible. The Executive Principal, or SLT member in the absence of the Executive Principal, will decide at which point the police will be called.
7. All relevant emergency contacts for children will be used to inform parent/carer(s) accordingly. However, until such time as the child is safely returned to the care of the parent/carer(s), the Executive Principal remains responsible for the care and welfare of the child, including off-site.
8. As soon as is practicable, the Serious Incident Reporting Form (SIRF) will be completed by the Executive Principal and sent to the Cognita Spain Head of Compliance. The visit leader (off site) or responsible form/class teacher will make a contemporaneous record to provide full details of the incident to the Executive Principal.
9. Near misses will also be recorded and reported to the Director of Education and details fully provided in writing to the school's safeguarding governance committee (SGC). This Report must outline the steps being taken to avoid any repeat incident, communication with parents

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and actions to be taken following the risk assessment process to mitigate future risk. Any relevant policy and procedure must be reviewed by the school.

All incidents will be reported to the Spain Regional Office, for the attention of our insurers, as appropriate. Staff must try to remember and write down a description of what the child was wearing.

Actions to be taken once the incident has occurred:

1. It is in everyone's interest to resolve what has happened as quickly as possible, consistent with a fair and thorough investigation.
2. The written findings of the investigation must be reported by the Executive Principal to Cognita Regional and Head Office within 48 hours of the occurrence of the incident.
3. Local authority children's social care should also be informed of any missing child in the early years, and our usual local authority safeguarding and child protection arrangements followed.
4. All relevant policies and procedures will immediately be reviewed and revisions presented formally to the Director of Education for approval within 5 working days.
5. The parent/carer(s) will be involved at all times.
6. Following receipt of our investigative report, the Director of Education will report his/her conclusions as to the next steps to further safeguard and promote the welfare of children in the care of the school to the UK compliance committee.
7. Where the parent/carer(s) remain concerned despite reassurances informally by the school, they may choose to use the school's complaints procedure accordingly.
8. It is key to point out what the child was wearing and any distinguishing features.

17.2 In the instance that a child is thought to be lost or missing whilst off-site we will follow the following procedure:

1. The visit/trip leader must ensure the safety of remaining pupils. At least two adults must stay with them.
2. One or more adults should immediately start to search for the child.
3. If the child is not found within 5 minutes, the visit leader must then contact the police by telephoning the emergency services.
4. The visit leader should alert the school office, or in the case of out-of-hours, the nominated SLT school contact for the trip, that the police have been contacted. The school will make arrangements to notify the parents accordingly. The remaining procedures outlined above in sections 4 and 5 will then be followed.
5. The visit leader must ensure the safety of remaining pupils. At least two adults must stay with them.
6. One or more adults should immediately start to search for the child.
7. If the child is not found within 5 minutes, the visit leader must then contact the police by telephoning the emergency services.
8. The visit leader should alert the school office, or in the case of out-of-hours, the nominated SLT school contact for the trip, that the police have been contacted. The school will make arrangements to notify the parents accordingly. The remaining procedures outlined above in sections 4 and 5 will then be followed.

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### Version control:

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