



Pupil Supervision and Lost & Missing Children Policy

ELIS Murcia

SPAIN

2026

1. Introduction

- 1.1. 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.
- 1.2. 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

- 2.1. Supervisory duties are part of the responsibilities expected of members of staff.
- 2.2. All classes are supervised by the timetabled teacher and/or other members of teaching staff.

3. Supervision in Remote Locations

- 3.1. 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

- 4.1. 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 Pupil

- 5.1. In the instance that a pupil is lost or missing whilst on the school site we will follow the following procedure:
 - Inform SLT.
 - Search for the pupil.
 - Inform parents.
 - If not found, inform police.
- 5.2. In the instance that a pupil 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.

- 6.1. 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 Pupil Protection Policy.

7. Sporting Fixtures

- 7.1. 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 pupil.
- 7.2. Parents are always informed of the finish times and where they must collect their pupils.
- 7.3. No pupil should leave without the authorisation of the adult leading the activity.
- 7.4. No staff member must leave the sporting fixture without checking all pupils have been safely collected. Routine checks of changing areas must be conducted.
- 7.5. Procedures are in place in the event a pupil is not collected at the appointed.

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.

9. Travel to and from School on Buses

- 9.1. 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.

- 9.2. 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:

Beehive	08:00 to 09:00 (Buenavista Campus)
Early Years (3-4)	9:10 to 16:10 (Buenavista Campus)
Year 1 (5)	9:10 to 16:10 (Buenavista Campus)
Year 2 – 8 (6-12)	9:10 to 16:20 (Buenavista Campus)
Year 9 – 13 (13-18)	9:10 to 16:30 (Montevista Campus)

1. Start of Day Arrangements

1.1. Early Years and Year 1, Gandhi

A **Beehive Club** operates from **08:00 to 09:00** for Early Years and Year 1 pupils and, exceptionally, for other Primary pupils. Parents using this provision take their children directly to the designated Beehive area, located in the first classroom on the left when entering Gandhi.

From **08:45**, the gate to the Early Years outdoor area is opened for Nursery and Reception families. Parents accompany their children to the designated outdoor areas adjacent to their classrooms. Class teachers welcome pupils and families and then take pupils into their classrooms, where they are supervised by the relevant teaching assistant.

The main Gandhi gate also opens at **08:45** for Year 1 pupils. Parents hand their children over at the entrance, where a member of staff accompanies them to their classrooms.

The **Infant Site Coordinator** is positioned at the entrance to welcome families, oversee arrivals and ensure pupils enter the building safely.

Years 2 and 3, Newton

Parents and carers of Year 2 and Year 3 pupils may enter the campus by car through the main school gate and use the designated drop-off area next to Lucy.

A member of staff is present to welcome pupils and direct them safely to their designated supervised waiting area:

- **Year 2:** the small playground next to Lucy.
- **Year 3:** the Astroturf area in front of Lucy.

Staff remain on duty in these areas until pupils move to their classrooms.

Years 4 to 6, Séneca

Parents and carers drop pupils off so that they can enter the school via the **footbridge entrance**, where they are welcomed by a member of staff.

Once inside the campus, pupils make their way to their designated waiting areas in Séneca. Staff are positioned throughout the area to supervise pupils and ensure an orderly and safe start to the school day.

Years 7 and 8, Galileo Middle School

Year 7 and Year 8 pupils gather outside of the Middle School entrance, where members of staff are on duty to welcome them and supervise their arrival.

Pupils then proceed directly to their designated Middle School waiting areas, where they remain under staff supervision until the start of the school day. Staff oversee movement around the area to ensure pupils are safe, settled and ready to begin lessons.

Years 9 to 13, Montevida

All pupils enter Montevida through the designated student entrance. Members of staff are on duty at the entrance to welcome pupils and ensure that they enter the site safely and in an orderly manner.

Pupils proceed to the playground, where they remain under staff supervision until the bell signals the start of the school day.

Attendance follow-up

As soon as morning registration has been completed, the Secretarial Team will telephone the parents or carers of any pupil whose absence has not been explained, in accordance with the school's attendance procedures.

- 1.2. Two bus routes currently enter the school site and drop pupils at the bus parking area opposite Gandhi. Pupils are accompanied by the bus monitor.

Younger pupils are escorted directly to Gandhi, where they are taken to their classrooms and handed over to the relevant teacher or member of staff on duty. The **Infant Site Coordinator** is positioned at the gate to oversee arrivals, ensure pupils enter safely and confirm that younger pupils are taken to the correct classroom. Lower Primary pupils travelling on these routes wait in the designated area by the Gandhi fence until the bus monitor escorts them to their supervised waiting areas.

Buses dropping pupils at the footbridge

All other buses drop pupils at the entrance by the footbridge. A member of staff is on duty at this point to support the bus monitor and ensure that pupils enter the school site safely.

Once pupils are inside the campus, the bus monitor accompanies them to their designated waiting areas. Particular care is taken with Early Years and Year 1 pupils because of the distance between the footbridge and Gandhi.

Safety and attendance checks

When pupils leave a school bus, the bus monitor must check the vehicle to ensure that no pupil remains on board.

Accurate registration is particularly important for pupils travelling by school bus. Where a pupil is marked absent without prior notification, the Secretarial Team must contact the family as soon as possible to confirm that the pupil has not been sent to school and to establish the reason for the absence.

2. Break and Lunch Time Arrangements

2.1. 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- Y8 (Students from Newton, Séneca & Galileo)

Y2- little playground next to Newton.

Y3-Y8 big playground opposite Newton.

Y9-Y13

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

2.2. During lunch, the following supervision arrangements are in place:

Early Years and Year 1

Nursery and Reception have lunch at **12:00**. Pupils move from Gandhi to the dining room in Séneca accompanied by two members of staff, with one adult at the front and one at the back of the line.

Nursery pupils enter the dining room first. Pupils with allergies or specific dietary requirements are prioritised and seated in a designated area. Their meals are prepared on blue trays. A designated member of the Early Years team checks that each pupil is seated in the correct place and confirms with the catering staff member responsible for allergies that each pupil has received the correct meal. These pupils sit at a separate table to minimise the risk of cross-contamination or food being shared between pupils. Additional space is maintained between pupils where required, particularly in cases of severe allergy.

The remaining Nursery pupils sit at their designated tables and are supervised throughout by staff on duty. Reception pupils enter immediately afterwards and follow the same procedures.

Year 1 pupils have lunch at **12:30**. The same procedures apply for pupils with allergies or specific dietary requirements. Year 1 pupils sit in a separate area from Early Years and are supervised by two members of the Year 1 team.

Once lunch has finished, pupils are escorted back to Gandhi by staff, again with one adult at the front and one at the back of the line. On returning:

- Nursery pupils prepare for their nap.
- Reception pupils go to the small playground.
- Year 1 pupils go to the playground.

A headcount must be completed when Nursery pupils enter the siesta room following their visit to the toilet. Active supervision is essential at this time. Staff must ensure, for example, that pupils have no food remaining in their mouths and do not have access to small objects, including items such as plasticine, which could present a choking or other safety risk.

Years 2 to 4

Years 2 to 4 begin lunch at **12:55**. Year 2 pupils are taken directly to the dining room, while Years 3 and 4 wait in the large playground opposite Newton until it is their turn to eat.

A member of staff escorts each group to the dining room in Séneca. Pupils with allergies or specific dietary requirements stand at the front of the group and enter first. They wait in the designated area for the relevant catering staff member to provide their meal.

Pupils are supervised at all times, both in the dining room and in the large playground, by staff allocated through the duty rota.

Years 5 to 8

Years 5 to 8 begin lunch at **13:55** and follow the same supervision and allergy-management procedures outlined above.

Years 9 to 13

To improve the lunch provision for older pupils, two separate sittings are provided:

- **Years 9 to 11:** 13:55
- **Years 12 & 13:** 12:55

Pupils wait in the playground area until it is their turn to enter the dining room and are supervised throughout by staff on the duty rota.

The catering team is aware of pupils with allergies and specific dietary requirements and liaises directly with those pupils as required.

Years 12 and 13 may bring their own food if they wish.

Wet Play Arrangements

On wet-play days, pupils remain in their classrooms and are supervised by members of staff on duty. Additional staff are deployed where necessary to ensure appropriate levels of supervision across the school.

3. Specific Arrangements for Sixth Form

- 3.1. Sixth Form students are based in a dedicated **Sixth Form Centre**, which provides a distinct environment appropriate to their age and stage of education.

The centre is staffed and supervised by members of the **Sixth Form Leadership Team**, including the **Director Técnico, Head of Sixth Form and Deputy Head of Sixth Form**. Members of this team are present throughout the school day and have responsibility for the supervision, welfare and day-to-day organisation of Sixth Form students.

Students are expected to follow the school's normal attendance, safeguarding and conduct procedures while using the Sixth Form Centre, including any agreed arrangements relating to independent study and movement around the school site

4. End of School Day Arrangements

4.1. End of Day Collection Arrangements

Pupils are expected to leave the school premises by 16:30 unless they are attending an authorised after-school activity. After this time, pupils must not remain in any area of the school site unless they are under the direct supervision of an authorised adult.

Early Years and Year 1, Gandhi

Nursery and Reception pupils are collected from the Early Years outdoor area in Gandhi. Pupils wait inside their classroom or in the adjacent fenced area until their parent or authorised carer arrives.

The class teacher hands pupils over individually, while the teaching assistant continues to supervise those who are waiting. The **Early Years Coordinator** oversees the collection process to ensure that pupils leave the site safely and are released only to the appropriate adult.

Year 1 pupils wait in the Gandhi playground and are collected from the main Gandhi gate. Members of the Year 1 team supervise pupils and hand them over to parents or authorised carers. The **Infant Site Coordinator** oversees this process.

Years 2 and 3, Newton

Year 2 pupils wait in the designated collection area adjacent to Newton. They remain under the supervision of their tutors, who are responsible for handing them over safely to parents or authorised carers.

Year 3 pupils wait in the small playground next to Newton, where they are supervised by staff and handed over directly to parents or authorised carers.

Years 4 to 8, Séneca & Galileo

Years 4 to 8 are escorted across the footbridge by the teacher responsible for the final lesson of the day or, where appropriate, by the class tutor.

Pupils wait in their designated collection areas on the opposite side of the footbridge:

Year 4: right-hand side when facing away from the footbridge.

Years 5 to 8: left-hand side when facing away from the footbridge.

Pupils who are not collected on time must be accompanied by a member of staff to the **School Office**, where the Secretarial Team will contact the family.

Years 9 to 13, Montevida

Pupils leave Montevida at the end of the school day and are normally collected by parents or carers outside the school. Where appropriate, and with the necessary parental permission, older pupils may leave the site independently and walk home.

If a pupil who is expected to be collected is not collected, they must report to the **School Office**, where staff will contact the family and ensure the pupil remains appropriately supervised until suitable collection arrangements are confirmed.

- 4.2. For pupils travelling by bus, specific supervision arrangements are in place. **Bus monitors maintain a daily register for each route, with separate checks completed for the morning and afternoon journeys.** This ensures that the school has an accurate record of which pupils are travelling on each bus and supports safe handover at both arrival and departure.

Bus Departure Arrangements

Early Years and Year 1, Gandhi

At the end of the school day, pupils travelling by bus are taken to the designated waiting area between the Reception classrooms and the playground in the main Gandhi hall. Pupils are organised into their bus-route groups and remain under the supervision of members of the Gandhi team until their bus monitors arrive.

A designated member of staff is responsible for ensuring that each pupil joins the correct bus group and is aware of any authorised changes to the pupil's normal transport arrangements. This process is supported by class teachers and overseen by the **Infant Site Coordinator**.

When it is time to leave, pupils exit through the main gate with the relevant bus monitor at the front of the line and a member of the Gandhi team at the rear. The accompanying member of staff remains responsible for ensuring that all pupils board the correct bus safely.

An up-to-date bus list is maintained in Reception. Any authorised changes to a pupil's usual bus arrangements are recorded by the School Office or Gandhi Coordinator and communicated to the relevant staff and bus monitor. Pupils are checked against the register as they leave, and staff must ensure that both the **driver and bus monitor are present before pupils board the vehicle**.

Unless the school has been notified otherwise, pupils registered to use school transport are expected to travel home on their usual bus. Where a parent or carer wishes to collect a pupil early or change their normal transport arrangements, the school must be informed in advance through the agreed communication procedures. The relevant registers must then be updated and the change communicated to all staff involved.

Years 2 and 3, Newton

At the end of the school day, Year 2 and Year 3 pupils travelling by bus are collected from the Newton entrance at **16:05** by a designated member of staff and accompanied to the designated bus waiting areas.

The member of staff supports the bus monitors in checking pupils against the relevant registers and ensuring that pupils are ready to board the correct bus. Staff remain in the area until all pupils have been safely handed over to their bus monitors.

Years 4 to 6, Séneca

At the end of the school day, **Year 4** pupils travelling by bus are collected by their bus monitor from the entrance to Séneca at **16:10**.

Years 5 and 6 pupils leave their classrooms at **16:15** and proceed to the designated bus area. Pupils must move promptly to the bus collection area to ensure that routes can depart safely and on time.

Years 7 and 8, Galileo Middle School, Buenavista

Year 7 and Year 8 pupils travelling by bus are supervised as they move from **Galileo Middle School** to the designated bus collection area at Buenavista.

Pupils wait in the designated area until their bus is ready to board. Bus monitors and school staff use the daily registers to ensure that pupils board the correct route and that any authorised changes to transport arrangements have been accounted for.

Years 9 to 13, Montevida

Pupils travelling by bus wait in the designated outdoor area until their bus arrives. Once instructed to do so, they proceed in an orderly manner to their allocated bus route.

Bus monitors, supported by a member of the administrative team, ensure that pupils are checked against the relevant register and board the correct bus safely.

Any authorised changes to a pupil's normal transport arrangements must be communicated to the School Office. The member of staff responsible for school transport will ensure that the relevant bus monitor is informed.

If a pupil misses their bus, they must report immediately to a member of staff on duty so that appropriate arrangements can be made.

Buenavista Bus Area

A minimum of **two members of staff**, including the **Site Manager**, are on duty in the Buenavista bus area during departure. Their role is to oversee the movement of pupils and vehicles and ensure that buses depart in a safe and orderly manner.

This is treated as a particularly important supervision period due to the number of pupils and vehicles moving through the area at the end of the school day.

5. Non-Collection Arrangements at End of Formal School Day

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

If a pupil has not been collected by **16:30**, they must be accompanied to the appropriate **School Office**, where they will remain under staff supervision.

The School Office will contact the pupil's parent or carer to establish the reason for the delay and confirm collection arrangements. The pupil must remain supervised until they are collected by an authorised adult or alternative arrangements have been agreed with the family; the office will inform the relevant members of the school leadership.

6. After School Activities

6.1. Handover and Registration

Pupils attending after-school activities are supervised by authorised adults at all times. The adult leading each activity is responsible for taking an accurate register before the activity begins.

Early Years and Year 1, Gandhi

Pupils are organised into groups according to their chosen activity and collected by the relevant activity monitor from the agreed meeting points. Movement through the main Gandhi corridor is supervised by members of staff and the Infant Site Coordinator. Pupils are checked against the activity list as they are handed over, and the activity monitor takes a further register before the session begins.

Years 2 and 3, Newton

Pupils wait at the designated collection point at the entrance to Newton, where they are supervised and collected by the relevant activity monitors.

Years 4 to 6, Séneca

Pupils wait at the designated collection point at the entrance to Séneca before being collected by their activity monitors.

Years 7 and 8, Galileo Middle School

Pupils attending after-school activities are directed to the designated meeting point in Galileo Middle School, where they are supervised until collected by the relevant activity monitor.

The Extra-Curricular Coordinator oversees the handover process and ensures that pupils are checked against the relevant activity lists. Activity monitors must confirm that all pupils expected to attend are present before moving the group to the location where the activity will take place.

If a pupil who is expected to attend does not arrive at the designated meeting point, the activity monitor must inform the Extra-Curricular Coordinator immediately. The Coordinator will follow this up with the relevant teacher and/or School Office to establish the pupil's whereabouts.

- 6.2. No pupil should leave without the authorisation of the adult leading the activity subject to suitable and agreed handover arrangements.
- 6.3. The following procedure will be followed when a pupil is not collected after an extracurricular activity:

If a pupil has not been collected by **17:30**, the activity monitor must inform the **Extra-Curricular Coordinator** and accompany the pupil to the appropriate School Office.

The pupil's parent or carer must be contacted immediately to confirm collection arrangements. If the Extra-Curricular Coordinator cannot be contacted, the matter must be referred to a member of the **Senior Leadership Team**.

The pupil must remain appropriately supervised until they are collected by an authorised adult.

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