

# COGNITA

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

### **SPAIN**

**09/09/2024**

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### **1 Introduction**

- 1.1 ELIS Villamartín 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
03- 18	9:10 – 16:30

### **3 Start of Day Arrangements**

- 3.1 When pupils arrive at school, they are expected to:
- Nursery, Reception, Year 1 and Year 2 pupils are admitted by the duty staff from 8.50am onwards through their designated areas. Parents are asked to stay by the gates.
  - Years 3 – 6 pupils should wait in the playground until the bell rings when they line up to wait for their tutors.
  - Years 7 – 13 pupils are admitted from 8.50 am and then go directly to their lockers and period 1 rooms. They must wait in the corridor until the teacher arrives.
  - Registration begins at 9.10am. Pupils not registering by 9.15am will be marked as late.
  - If a pupil arrives after 9.15am then they should sign in using the 'Late Book' in reception. Younger pupils will be accompanied to class by the school office staff and not by their parents.
- 3.2 Before school, the following supervision arrangements are in place:

There are teachers on duty from 8.50am. We cannot take any responsibility for pupils before this time unless parents have signed up for the Beehive Club, a club for Lower School children that begins at 08:15. Staff with children attending the school are responsible of their own child supervision until 8.50am.

Arrangements for supervision at the beginning and end of the day are shared with staff before the academic year starts indicating area to supervise and staff on duty every day.

- 3.3 For pupils arriving by bus, bus monitors will accompany Early Years and Key Stage 1 pupils to their designated areas. Pupils from Year 3 will follow the procedure described above.

### **4 Break Time Arrangements**

- 4.1 During break, the following arrangements are in place: students are supervised in their designated recreation areas at all times. No students are allowed in the teaching areas or corridors except Sixth Formers (Study Centre and common room) or if students are under the direct supervision of a member of staff for educational activity or sanctions.
- 4.2 During break, the following supervision arrangements are in place: These are specific to each school section. Head of Section will share with the rest of the staff at the beginning of the year and each time that these are updated during the year. Arrangements include provision for wet days. Arrangements are displayed in common areas of the school.

### **5 Lunch Time Arrangements**

- 5.1 During lunch, the following arrangements are in place : Early Years students are supervised in the Early Years area. Pupils from Year 1 are supervised both in the dining hall and designated recreation areas at all times. No students are allowed in the teaching areas or corridors except Sixth Formers (Study Centre and common room) or if students are under the direct supervision of a member of staff for educational activity or sanctions.

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

- 6.1 Pupils are expected to leave the premises by 16.45 unless they are attending an after-school activity or Café Limon under supervision of parents. No pupils may be in any other area of the school site unless under the direct supervision of an authorised adult.
- 6.2 Early Years and Key Stage 1 pupils travelling by bus will be taken to the reception area by their teachers where a bus monitor will collect and take to the relevant bus. From Year 3 pupils will go directly to the bus. At the bus stop, pupils should be collected by an authorised adult. If the adult is not at the bus stop, bus will continue the route and bus monitor will contact the family to arrange collection at the next bus stop. If monitor is unable to contact family, monitor will contact school secretary who will inform Headteacher to confirm next steps.

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

- 7.1 If a pupil is not collected from school by 16:45, they should they should be taken to the school office. Family will be contacted. If family cannot be contacted Head of Section/Headteacher will be informed to decide next steps.
- 7.2 The following procedure will be followed when a pupil is not collected: If after 5.30pm a pupil has not been collected and school has been unable to contact family, school secretary will inform Headteacher and local police will be informed.

### **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 Key Stage 1 pupils are collected by monitors or ECA coordinator. The ECA Coordinator is responsible for taking a register at the activity. If a pupil in school, who should do ECA, is not present at the activity, ECA Coordinator will inform office and Head of section. For Early Years to Year 6, the teacher teaching period 6 will confirm if the child was collected by an authorised adult. At the end of the activity, pupils are handed over to parents in person at the designated area.
- 8.2 No pupil should leave without the authorisation of the adult leading the activity .
- 8.2 The following procedure will be followed when a pupil is not collected: The monitor of the activity will take the student to the school office where the ECA Coordinator will contact home and wait until the pupil is collected. If ECA Coordinator is unable to contact family, he will inform the Headteacher to agree next steps.

### **9 Sporting Fixtures**

- 9.1 PE staff supervise students when at fixtures. A minimum of minimum of 2 staff members will be involved 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 The following procedure will be followed when a pupil is not collected: The teacher in-charge of the activity will take the student to the school office ( or will phone school secretary if pupil needs to be collected from a different place) where the School Secretary will contact home and wait until the pupil is collected. If secretary is unable to contact family, she will inform the Headteacher to agree next steps.

### **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.

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

12.1 Sixth Form students can sign out themselves at the office/reception once a parent/guardian has given them permission to leave.

### **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 no school nurse on duty at ELIS Villamartín. Trained staff (pediatric and basic First Aid) 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 or has had an injury at break time should report to their class teacher or teacher on duty and then to the school office with a medical note from the teacher.

### **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

17.2 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 Headteacher or 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, Headteacher or SLT member in the absence of the Headteacher or 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 Headteacher or Executive Principal remain 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 Headteacher and 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 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.

### Version control:

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