



Pupil Supervision and Lost & Missing Children Policy

September 2025

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 Children

- 5.1 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.
- 5.2 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.

- 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 Child 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 child.
- 7.2 Parents are always informed of the finish times and where they must collect their children.
- 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 children have been safely collected. Routine checks of changing areas must be conducted.
- 7.5 Procedures are in place in the event a child 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: Include school hours by building/section etc

Age range	Timings
03- 18	9:10 – 16:30

1 Start of Day Arrangements

1.1 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.

1.2 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 08:00. 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.

2 Break and Lunch Time Arrangements

2.1 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.

- 2.2 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.
- 2.3 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.

3 Specific Arrangements for Sixth Form

- 3.1 Sixth Formers do not have the right to leave the premises for lunch or earlier than other students

4 End of School Day Arrangements

- 4.1 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.
- 4.2 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.

5 Non-Collection Arrangements at End of Formal School Day

- 5.1 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.
- 5.2 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.

6 After School Activities

- 6.1 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.
- 6.2 No pupil should leave without the authorisation of the adult leading the activity .
- 6.3 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.

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