



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

1. Introduction

1.1 TEMS 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.

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 |
|---|------------------|
| Infants- Nursery and Reception, Voyager House | 9.00-16.30 |
| Years 1 and 2 – Discovery House | 9.00-16.30/16.40 |
| Juniors | 9.05 – 16.40 |
| Seniors | 9:05 – 16.40 |
| Bachillerato & A Levels | 9.05-16.40 |

3. Start of Day Arrangements

3.1 When pupils arrive at school they are expected to:

Infant pupils enter the building and go straight to class where their teacher is waiting. Staff are placed strategically at the gate, front garden and along the ramps to supervise children.

For Infant pupils arriving by bus, they are supervised in the playground by monitors until 8.55. At 8.55 they make their way to their classrooms accompanied by teaching assistants.

Junior and Senior pupils stay in the outdoor patio area until 9.00. Staff are placed strategically at the gates to the school campus, in the parking lot and in the patio area. At 9.00 they enter the building and go straight to class.

4. Break Time Arrangements

4.1 During break, the following arrangements are in place: Teaching staff undertake weekly daytime supervisory duty throughout the academic year, in every area of the school. We particularly encourage staff to be aware of pupils interacting in a way which could be considered bullying, or of pupils who seem distressed as well as pre-empting any accidents.

5. Lunch Time Arrangements

- 5.1 During lunch, the following arrangements are in place: Staff are on duty in both the dining room and the playgrounds. The school nurse is always available during the infant lunchtime.
- 5.2 On wet days, Infant children are supervised in their classrooms. Junior and Senior pupils are supervised in the covered patio area.

6. End of School Day Arrangements

- 6.1 Pupils are expected to leave the premises by the time established per age group 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.
- 6.2 Senior School pupils travelling by bus make their way to the relevant bus in the parking area. Infant and Junior pupils are escorted by a member of staff to the relevant bus unless they are attending an after school activity.

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

- 7.1 If an Infant pupil is not collected from school by 16.55, they should be taken to Discovery House dining room where they will wait with a member of staff, who will make contact with the parents to arrange collection. If a Junior or Senior pupil is not collected by 17.00, they will be taken to the entrance of Explorer Campus where they will wait with a member of staff, who will make contact with the parents to arrange collection.
- 7.2 The following procedure will be followed when a pupil is not collected: The CPC will be contacted or Headteacher who will contact the Agentes Tutores.

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. When a child does not arrive as expected at the activity the club leader will contact the Extracurricular coordinator who will take action e.g. contact class teacher/school office/parents.
- 8.2 No pupil should leave without the authorisation of the adult leading the activity subject to suitable and agreed handover arrangements.
- 8.3 The following procedure will be followed when a pupil is not collected: The CPC will be contacted or Headteacher who will contact the Agentes Tutores.

9. Sporting Fixtures

- 9.1 PE staff supervise students when at fixtures. Other teaching staff may also supervise PE trips with large numbers, for example athletics and cross country events.
- 9.2 Parents are informed if their child is on a trip.
- 9.3 No pupil should leave without the authorisation of the adult leading the activity.

9.4 The following procedure will be followed when a pupil is not collected: The CPC will be contacted or Headteacher who will contact the Agentes Tutores.

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 pupils may leave the site at break and lunch times after parental permission has been given at the beginning of the year. They can also leave when they do not have compulsory support class during the last lesson of the day.

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 a qualified welfare officer on duty from 9.00 to 17.00 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 reception desk and the nurse will be contacted.

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

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

For children in the Infants and Juniors, we must only release children into the care of individuals who have been notified to us by the parent/carer(s) in advance, and we must ensure that children do not leave the premises unsupervised. We must take all reasonable steps to prevent unauthorised persons entering the premises, and have an agreed procedure for checking the identity of visitors.

The member of staff who notices a student is absent checks that the student is not with the nurse then checks the register or speaks with the secretary to check if the child is sick, has gone home, or temporarily left the site for an appointment.

The secretary informs the Head of Department, who alerts the other staff of the possible disappearance. The message would read: Code Red – 'Child's name'. At this point, a note is made of the time of disappearance. The staff must respond to the message with a positive or negative sighting. If there remains any doubt as to where the child is, the team will undertake an immediate search the following areas:

Infants:

Nursery & Reception assistants- The Nursery & Reception rooms, Nursery & Reception toilets, Outdoor classrooms.

School Office - Library, Staff Room, Staff Toilet, Parent Meeting Room, Dining room, Multipurpose, Kitchen, bin area.

Year 1 & 2 Assistants – Year 1 and 2 classrooms, Year 1 and 2 toilets, outdoor areas (both upper and lower level), ramp, sandy area.

If the child is still missing, the Head or Head of Infants calls and alerts the police. A full description and photo of the child is made available to them on arrival by the Head of Infants as well as the estimated time of disappearance.

Juniors and Seniors:

School office and administration – offices, staff toilet, assembly hall

Year 3 and 4 Teachers– Year 3 and 4 classrooms, including outdoor areas, Junior library, student toilets.

Year 5 and 6 Teachers – Year 5 and 6 classrooms, including outdoor areas, Junior workroom

Head of Juniors – Dining room, garage, outdoor patio and sports field including track behind it.

Senior staff in classes – 1st and 2nd floor classrooms and toilets, including Agora and terrace.

Head of Seniors – Ping pong table area and track behind the Junior classrooms.

If the child is still missing, the Head or Head of Department calls and alerts the police. A full description and photo of the child is made available to them on arrival as well as the estimated time of disappearance.

Other children are then kept inside their classrooms all together with all doors closed. They are reassured and engage in quiet activity until the missing student is located.

All staff are to take a mobile telephone and report into the office every 10minutes.

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They should then begin a search of wider area. A mobile telephone must be taken by each group. High visibility jackets should be worn. The Head of Department should advise the search groups of the address of the missing child as he/she may well attempt to go home.

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 Head and Assistant Director of Education (Cognita Head Office).

The CPC in school will be notified immediately and they will ensure that the parents have been informed. All relevant emergency contacts for children will be used to inform parent/carer(s) accordingly. The Head, or SLT member in the absence of the Head, will decide at which point the police will be called.

Until such time as the child is safely returned to the care of the parent/carer(s), the Head remains responsible for the care and welfare of the child, including off-site.

As soon as is practicable, the Serious Incident Reporting Form (SIRF) will be completed by the Head and sent to the PA to the Head of Facilities.

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

The visit leader must ensure the safety of remaining pupils. At least two adults must stay with them whilst one or more adults should immediately start to search for the child. If the child is not found within 5 minutes, the Visit Leader must then contact the police by telephoning 112.

The Visit Leader should alert the school office, or in the case of out-of-hours, the nominated school contact for the trip, that the police have been contacted. The school will make arrangements to notify the parents accordingly.

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