

Pupil Supervision and Lost & Missing Children Policy

TEMS

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

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, including those in the early years.

The school day is as follows: Include school hours by building/section etc

Age range	Timings
Infants	9.00-16.30/16.40
Juniors	9.05 – 16.40
Seniors	9:05 – 16.40
Bachillerato & A Levels	9.05-16.40

1. Start of Day Arrangements

When pupils arrive at school they are expected to:

- 1.1 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.
- 1.2 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.
- 1.3 Junior and Senior pupils stay in the outdoor patio area until 8.55. Staff are placed strategically at the gates to the school campus and in the patio area. At 8.55 they enter the building and go straight to class.

2. Break and Lunch Time Arrangements

- 2.1. 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.
- 2.2. During lunch, the following supervision arrangements are in place: staff are on duty in both the dining room and the playgrounds. School first aid personnel is always available during the infant lunchtime.
- 2.3. On wet days, Infant children are supervised in their classrooms. Junior and Senior pupils are supervised in the covered patio area or in their classrooms.

3. Specific Arrangements for Sixth Form

- 3.1. Sixth form pupils may leave the site at break and lunch times after parental permission has been given at the beginning of the year.

4. End of School Day Arrangements

- 4.1 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.
- 4.2 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.

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 an Infant pupil is not collected from school by 16.55, they will 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.

- 5.2. 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.

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. 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.
- 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 after an extracurricular activity: The CPC will be contacted or Headteacher who will contact the Agentes Tutores.

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