

# COGNITA

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

### **September 2020**

### **SPAIN**

# TEMS

### 1 Introduction

- 1.1 The English Montessori School (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.
- 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
Infants	9.00 am – 16.40 pm
Juniors	9.00 am – 16.40 pm
Seniors	9.05 am – 16.50 pm
Bachillerato	9.05 am – 16.45 pm (14.30 on Fridays)

### 3 Start of Day Arrangements

- 3.1 When pupils arrive at school they are expected to  
Infants – pupils in infants are expected to go to their classrooms. In EYFS parents accompany their children to the classroom and in Years 1 and 2 pupils are encouraged to say goodbye at the door and go to their classrooms.  
Juniors – pupils make lines in the main patio when the bell rings and are led to class by their teacher.  
Seniors – pupils go to class at 9.05 when the bell rings.
- 3.2 Before school, the following supervision arrangements are in place: Adults are on duty at the gates from 8.45 – 9.20am
- 3.2 For pupils arriving by bus;  
Infants – bus monitors hand the pupils over to the teaching assistants who complete a checklist.  
Juniors and seniors – students are sent to the main patio.

### 4 Break Time Arrangements

- 4.1 During break, teachers and assistants are on duty in the gardens, supervising allocated spaces including the lines, each patio and toilets.

### 5 Lunch Time Arrangements

- 5.1 During lunch, the following arrangements are in place:  
Infants – the class teacher stays with their class whilst they eat lunch  
Juniors and seniors – staff members are on duty in the dining room  
The nurse is present during lunch for all departments.

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

- 6.1 Pupils are expected to leave the premises by 17:00 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 For pupils travelling by bus, pupils from nursery to Year 5 are accompanied to the bus by teaching staff and handed them over to the montiors. In juniors and seniors the children make their own way to the bus where minitors greet them and ensure they mount the correct bus.

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

- 7.1 If a pupil is not collected from school by 17:00, they should be taken to the school nurse.
- 7.2 The following procedure will be followed when a pupil is not collected: the nurse calls the child's family. If the family cannot be reached a member of the safeguarding tem or the headmistress will be contacted.

### **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
- 8.2 The following procedure will be followed when a pupil is not collected: The receptionis will contact the pupils parents and the child will wait in Reception. However, if it is after 18.00 a member of the maintenance team will be responsible for waiting with the child until their parent arrives. If the pupil has still not been collected by 18.30 maintence will contact a member of SLT or the safeguarding team and finally the Agentes Tutores.

### **9 Sporting Fixtures**

- 9.1 PE staff supervise students when at fixtures.
- 9.2 Parents are always informed of the finish times.
- 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:

### **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 Years 12 and 13 may leave the school site with written permission from their parents.

### **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 am to 18.00 pm every day (except Tuesday's where the nurse is in school until 17.00pm) . 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 Laura Bello.

### **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, 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

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unauthorised persons entering the premises and have an agreed procedure for checking the identity of visitors.

The member of staff who notices a child is absent checks that the child 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 Infants 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:

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), Junior and senior playground, ramp, sandy area.

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

In Juniors and Seniors, the same procedure will be followed. Available members of staff will search the following areas:

In Juniors:

HoD or other member of staff in workroom at the time – assembly hall, gym, ground floor toilets and ground floor classrooms.

Team 1 – administration offices, staff toilet, staff room and Year 4 classrooms.

Team 2 – Year 5 and 6 classrooms, toilets and terrace

Team 3 – Sand area, ramp, main playground, grassy area, outdoor toilets, PE office, Maintenance office.

In seniors:

Team 1 – ground floor

Team 2 – 1<sup>st</sup> floor

Team 3 – 2<sup>nd</sup> floor

If the child has still not been found the Head of Department contacts the other Heads of Department to organise a search of the other two building.

Other children are then kept inside their classrooms all together with all doors closed. They are reassured and read a story or other quiet activity.

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

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.

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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. Staff must try to remember and write down a description of what the child was wearing and any distinguishing features. If a missing child has any special medical or learning needs, then these need to be noted to be disclosed to the police or other agencies.

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.

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 Head remains responsible for the care and welfare of the child, including off-site.

<b>Ownership and consultation</b>	
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Consultation – April 2017	Heads at: Breaside Prep, Salcombe Prep, Meoncross, Polam and Southbank Hampstead. Assistant Directors of Education: Robin Davies and Danuta Tomasz.

<b>Audience</b>	
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Wales	No
Spain	Yes

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<b>Related documentation</b>	
Related documentation	Independent School Standards British Schools Overseas Standards