

COGNITA

Pupil Supervision and Lost & Missing Children Policy

September 2018

Spain

1 Introduction

- 1.1 The British School of Barcelona 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
3-7	08:55 – 16:00
7 - 11	08:55 – 16:00 / 16:20 (staggered timings)
11 - 16	08:55 – 16:20
16 – 18	08:55 – 18:00

3 Start of Day Arrangements

- 3.1 When pupils arrive at school they are expected to remain on the playground until the official start of the school day. (Early Years Children are dropped off in the classroom)
- 3.2 Before school, the following supervision arrangements are in place: In Primary there is a guarderia service and monitors are on duty in the playground when the school gates are open. In Secondary, pupils who arrive before 08.30 remain in a designated classroom. From 08.30 pupils are allowed in the playground area.
- 3.3 For pupils arriving by bus, they will also remain on the playground until the official start of the school day. Bus monitors will escort younger children to their meeting point.

4 Break Time Arrangements

- 4.1 During break, the following arrangements are in place: Students are outside on the playground, unless weather conditions dictate indoor play, where students remain in classes. Sixth Form students are not required to be outside.
- 4.2 During break, the following supervision arrangements are in place: Teachers and monitors are on duty with an appropriate adult to student ratio.

5 Lunch Time Arrangements

- 5.1 During lunch, the following arrangements are in place: All students have time in the dining hall and on the playground.
- 5.2 During lunch, the following supervision arrangements are in place: Teachers and monitors are on duty with an appropriate adult to student ratio.

6 End of School Day Arrangements

- 6.1 Pupils are expected to leave the premises by 16:30 (with the exception of sixth form students who may stay until 18:00) unless they are attending an after school activity, including Guarderia. No pupils may be in any other area of the school site unless under the direct supervision of an authorised adult.

- 6.2 For students travelling by bus, monitors will accompany younger students to the meeting point and then students will be escorted throughout their journey. An approved adult will collect each child at the end of the bus journey. Parents must sign a disclaimer if they wish their child to walk home unsupervised from the bus stop.

7 Non-Collection Arrangements at End of Formal School Day

- 7.1 If an EY's or primary pupil is not collected from school by 16:20, they should be taken to Guarderia. If they have not been collected by 18:00 (when the school closes), the pupils are taken to the main Reception and the parents will be contacted. There will always be a member of the SLT on duty until all pupils have left the building.

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
- 8.3 The following procedure will be followed when a pupil is not collected: see 7:1

9 Sporting Fixtures

- 9.1 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: Parents are informed, and where necessary, children will be returned to school escorted by a staff member and the 7:1 procedures will be followed.

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 and abiding by the general school rules.
- 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. See attendance policy for further details.

12 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.

13 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.

14 Medical Support

15.1 There is a qualified welfare officer on duty from 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 supervising adult.

15 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.

16 Lost or Missing Children

16.1 In the instance that a child is lost or missing whilst on the school site we will:

Check the register.

Search the premises and immediate vicinity.

Contact the parents.

Contact the police.

16.2 In the instance that a child is thought to be lost or missing whilst off-site we will:

Check the register.

Attempt to telephone the pupil, if they are carrying a mobile phone.

Search the premises and immediate vicinity.

Contact the parents.

Contact the police.

Pupil Supervision Policy

Ownership and consultation	
Document sponsor (role)	Director of Education
Document author (name)	Alison Barnett, Safeguarding Advise
Consultation – April 2017	Heads at: Breaside Prep, Salcombe Prep, Meoncross, Polam and Southbank Hampstead. Assistant Directors of Education: Robin Davies and Danuta Tomasz.

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