



Pupil Supervision and Lost & Missing Children Policy

SPAIN

September 2024

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:
 - 08.55 to 16.00/16.20 depending on age/campus

3 Start of Day Arrangements

- 3.1 When pupils arrive at school, they are expected to enter the school grounds and be in the location where they are registered by 8.55.
- 3.2 Before school, the following supervision arrangements are in place:
The school doors open at 8.00 and a “guarderia” service is offered for the younger children.
- 3.3 For pupils arriving by bus, they are either escorted into school or enter the school grounds independently depending on age.

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. Sixth form students have a choice of eating in the school dining room or organising alternative arrangements.
- 5.2 During lunch, the following supervision arrangements are in place:
Teachers and monitors are on duty with an appropriate adult to student ratio. If weather conditions dictate indoor lunchtime play, students remain in classes after having lunch.

6 End of School Day Arrangements

- 6.1 Pupils are expected to leave the premises by 16.30 unless they are attending an after-school activity. There is an after school “guarderia” service for younger pupils until 18.00. EYFS and Primary students are handed over to approved adults from the school premises at the end of the school day. 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, an adult 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 a EYFS or Primary pupil is not collected from school by the normal end of the school day they will be taken to “guarderia”.
- 7.2 The following procedure will be followed when a pupil is not collected: if a pupil is not collected by 18.00 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. If a student does not arrive as expected at the activity the responsible adult will inform the school reception desk so that they can follow up.
- 8.2 No pupil should leave without the authorisation of the adult leading the activity. At the end of the activity EYFS and Primary students will be handed over to approved adults.
- 8.3 The following procedure will be followed when a pupil is not collected: see 7.2.

9 Sporting Fixtures

- 9.1 PE staff supervise students when at fixtures.
- 9.2 Parents are always informed of the finish times and where they must collect their children.
- 9.3 No pupil should leave without the authorisation of the adult leading the activity.
- 9.4 No staff member must leave the sporting fixture without checking all children have been safely collected. Routine checks of changing areas must be conducted.
- 9.5 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 7.2 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. 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 (provided by parents/carers in writing).

12 Specific Arrangements for Sixth Form

- 12.1 Sixth form students are allowed to leave the school premises during breaktimes and when moving between school buildings for lessons.

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 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.

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:

- Check the register.
- Search the premises and immediate vicinity.
- Contact the parents.
- Contact the police.

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:

- 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.

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