



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

## **SPAIN**

### **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 Children**

- 5.1 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.
- 5.2 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.**

- 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 Child 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 child.
- 7.2 Parents are always informed of the finish times and where they must collect their children.
- 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 children have been safely collected. Routine checks of changing areas must be conducted.
- 7.5 Procedures are in place in the event a child 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.

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### SCHOOL SPECIFIC PROCEDURES

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The school day is as follows:

EYFS	08.55 to 16.00
Primary	08.55 to 16.00 (Sitges and City) 08:55 to 16.20/15.40 on Fridays (Castelldefels)
Secondary	08:55 to 16.20/15.40 on Fridays
Nexus	08:55 to 16.20/15.40 on Fridays

#### 10 Start of Day Arrangements

- 10.1 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.
- 10.2 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.
- 10.3 For pupils arriving by bus, they are either escorted into school or enter the school grounds independently depending on age.

#### 11 Break and Lunch Time Arrangements

- 11.1 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.
- 11.2 During lunch, the following supervision arrangements are in place:  
All students have time in the dining hall and on the playground. Students may be given permissions to access designated areas inside the school building supervised by an adult (i.e. if attending a club). If weather conditions dictate indoor lunchtime play, students remain in classes after having lunch.
- 11.3 During break, the following supervision arrangements are in place:  
Teachers and monitors are on duty with an appropriate adult to student ratio.

#### 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.
- 12.2 Sixth Form students are not required to be outside during break times.
- 12.3 Sixth form students have a choice of eating in the school dining room or organising alternative arrangements.

### **13 End of School Day Arrangements**

- 13.1 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 and until 17h on a Friday. 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.
- 13.2 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.

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

- 14.1 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”.
- 14.2 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.

### **15 After School Activities**

- 15.1 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.
- 15.2 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.
- 15.3 The following procedure will be followed when a pupil is not collected: see 5.2.

### Version control:

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