

# COGNITA

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

### **September 2022**

### **ELIS Murcia**

### 1 Introduction

- 1.1 ELIS Murcia 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 from 9.10am to 4.20pm for Early Years – Year 7 (Buenavista campus) and 9.10am – 4.30pm for Y8 – Y13 (Montevida Campus).

### **EY and Year 1 Procedures (Students based in the Gandhi Building)**

***These procedures are standard. Procedures are regularly reviewed and modifications will be made as necessary.***

#### **Morning procedures**

- There is a beehive club from 8.00 - 9.00 for all children. At 8.45am Reception and KS1 children go to the Playground area accompanied by a member of staff who is on duty. Nursery children remain in their classrooms under the supervision of the person doing the beehive duty.
- At 9.00am, another member of the staff (who has a fixed duty at this time) supervises Reception and KS1 children in the Playground area. As parents arrive at the school they drop their children in the playground area (Reception and KS1) and in the classrooms (Nursery).
- All children arriving at the school by bus are accompanied by the bus monitor to the school. The Gandhi Site Coordinator waits for the children at the main entrance to support bus monitors to take the children safely into their classrooms.
- At 9.10 when the bell goes, the main gate is closed. Once the children are quietly lined up they may enter the building at the request of the teaching staff.
- Children who arrive at the school after the close of the morning register must report to reception so that administration staff can adjust the registers. The child will be accompanied to their classroom by the Gandhi Coordinator. Parents are not allowed to take their children to the classrooms after this time.
- Registers are done both on SIMS/Cognita Connect and paper.

#### **End of school procedures.**

- Parents must call school before 1.00pm to inform of any change in arrangements for collecting a pupil in the afternoon.
- All those children who are collected by their parents are taken to the playground with their class teachers and they are all ticked off a list as they leave.
- Any child that remains at 4.45 is taken to the school office. They are then supervised by the administration staff until they are collected. Any changes to the normal routine must be requested by the parent through the child's journal and must ring the school office.
- The Head of Lower School and/or Gandhi Site Coordinator is always on duty at the end of the school day to supervise children exiting the school and those children who go to the bus. This supervision is extended to all pupils to ensure they cross the road safely and walk in an orderly manner.

### **The organisation of the school buses**

- At the end of the day, all bus children are taken to the Outdoor area (back of Gandhi) and the children exit via the back gate, with a member of the staff (if it is a small group) or with 2 members, should the group be bigger.
- There is a Bus list in Reception, where the school secretary/Gandhi Coordinator reflects any changes affecting the organisation to the bus routines of the children using the service. All children going on the bus are ticked off the list as they leave. Teachers accompanying the children to the bus remain on the bus until a bus monitor arrives.
- The school staff is responsible for the safe embarkation of the children onto the bus. Children are assumed to be going on their bus unless the parents have stated otherwise through the child's journal and a telephone call. Such information is passed to the administration staff with the morning register.
- Any parent collecting a child before the designated end of the school day must inform the school and collect them from Reception so that registers can be adjusted, and children can be supervised while they wait.

### **The collection of children from school**

- It is assumed that the parent, guardian or other regularly prescribed adult will pick up the child at the end of the day unless we are told otherwise through the child's journal. If the school staff is at all unsure about the letting a child be taken by an adult, they should take the child to Reception and discuss the situation with the Gandhi Coordinator or the Head of Early Years/Head of Lower School.
- Should the person who normally picks the child up change, parents should phone the School Office to let the School Secretary know. They will also be required to complete a permission slip, and must send a photocopy of the ID of the person picking the child up.

### **Year 2 – Year 3 Procedures:**

***These procedures are standard. Procedures are regularly reviewed and modifications will be made as necessary.***

### **End of school procedures.**

- At the end of the school day children in Y6, Y5, Y4 post-Christmas, leave the building without direct supervision. In Y2 and in Y3 until the Christmas break, children are taken to a classroom on the ground floor of the Newton building to be collected by their parents. Any child that remains at 4.45 is taken to the office in Lucy. They are then supervised by the administration staff until they are collected. Children in these sections of the school must be collected by the parent or other designated adult; they are not allowed to walk down to other parts of the school unsupervised. Any changes to the normal routine must be requested by the parent through the child's journal.

### **The organisation of the school buses**

- Children who are transported on buses must report to the bus monitor for their bus at their specified position outside the Newton building. The monitor will then check them against that day's list. When all are present, they then proceed with the monitor to their bus which is parked outside the Gandhi building. If the children do not match the list a call is made to the administration building, firstly to check that the day's list is correct and secondly to help in finding any child who has not appeared. This takes place quickly as there is pressure on the buses to leave promptly. The monitors are responsible for the safe embarkation of the children onto the bus. Children are assumed to be going on their

bus unless the parents have stated otherwise through the child's journal. Such information is passed to the administration building with the morning register.

- Any parent collecting a child before the designated end of the school day must do so from the Lucy building so that registers can be adjusted.

### **The collection of children from school**

- It is assumed that the parent, guardian or other regularly prescribed adult will pick up the child at the end of the day unless we are told otherwise through the child's journal. If the school staff are at all unsure about the letting a child be taken by an adult, they should take the child to the Lucy building and discuss the situation with a member of the SLT of the school.

### **Year 4 – 7 students at the Buenavista campus & Year 8 – Year 13 at the Montevida Campus**

***These procedures are standard. Procedures are regularly reviewed and modifications will be made as necessary.***

### **Morning and End of School Procedures**

- Year 4 – Year 7 students enter and exit the Buenavista campus via the bridge. Staff are on Duty. Montevida students enter and exit via the main gate. Staff are on duty. The sites are closed to access during the day with entry controlled. Students are dismissed at the end of the day and must leave the buildings but may remain on site for pick-up.

### **The organisation of the school buses**

- Students have the responsibility to move from the Newton and Seneca building to the buses (at the Buenavista campus), and to wait outside Montevida for their bus (Year 8 – Year 13). A student missing the bus would report to staff on duty for assistance.

### **The collection of children from school**

- It is assumed that the parent, guardian or other regularly prescribed adult will pick up the child at the end of the day unless we are told otherwise through the child's journal. If the school staff are at all unsure about the letting a child be taken by an adult, they should take the child to the school office and discuss the situation with a member of the SLT of the school.

### **School Trip and Visits: Off-Site Education Procedures:**

Full details concerning policy and procedures for managing off-site education can be found in the ELIS Murcia '*Learning Outside the Classroom and Educational Visits Policy and Procedures*' document

A summary of the most relevant points includes:

- Permission from parents is obtained for any educational visits which are deemed as part of the school curriculum as well as for any other type of trip, visit or off-site education activity.
- Mobile phones are taken on every school visit and the contact numbers are left at the school office. Pupils are instructed to contact the teacher responsible in the event of any unexpected incident or undesirable behaviour in the first instance, before contacting their parents directly. This is because it is the school's responsibility to safeguard the pupil's health, safety and well-being while they are in the care of the school staff.

- While staff are supervising children off site, the Learning Outside the Classroom policy will apply at all times.
- After school clubs will only take place when a completed register of pupils is taken, the situation has been risk managed and the school has obtained written consent from parents with contact numbers and details of how the pupils are to go home and who with.

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

- 3.1 If a pupil is not collected from school by 4.45pm, they should be accompanied to one of the school offices.
- 3.2 The school office will phone home if there is no explanation for the failure to collect the child, and will keep the relevant section Head duly informed of any eventualities. The office staff will only leave if there is supervision of the pupil from e.g. a member of the SLT.

### **4 After School Activities**

- 4.1 When attending an after-school activity, pupils are supervised by authorised adults. The adult is responsible for taking a register at the activity.
- 4.2 No pupil should leave without the authorisation of the adult leading the activity
- 4.3 If a pupil is not collected from school at the end of the activity, they extracurricular activities coordinator will be informed, and the family will be called. The coordinator or monitor will wait with the child until s/he is collected.

### **5 Sporting Fixtures**

- 5.1 PE staff supervise students when at fixtures.
- 5.2 Parents are always informed of the finish times.
- 5.3 No pupil should leave without the authorisation of the adult leading the activity.
- 5.3 If a pupil is not collected from school at the end of the activity, they extracurricular activities coordinator will be informed, and the family will be called. The coordinator or monitor will wait with the child until s/he is collected.

### **6 Travel to and from School on Buses**

- 6.1 Parents are responsible for ensuring that their children travel safely to and from school. Pupils are not supervised by school staff when travelling on buses and they are expected to behave responsibly and to follow the driver's instructions. This includes wearing a seat belt at all times.
- 6.2 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.

### **7 Leaving the Site during the School Day**

- 7.1 It is expected that all pupils will be on site for the entire day unless they have specific permission to leave.

### **8 Specific Arrangements for Sixth Form**

- 8.1 Sixth Form students are expected to be on site for the entire day unless they have specific arrangements in place.

### **9 Supervision Duties**

- 9.1 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 rotas.
- 9.2 All classes will be supervised by the relevant teacher and in certain subjects the teacher may be supported by a technician or teaching assistant.

### **10 Supervision during PE Lessons, including Changing Arrangements**

- 10.1 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.

### **11 Medical Support**

- 11.1 At the beginning of the school year, the list of first aid trained staff will be published to all staff. These staff can be consulted or available to administer first aid, to help if someone is ill or injured, and to help deal with accidents or emergencies, in line with the school First Aid policy. A pupil who feels unwell during the day should report to the school office - with a note from a teacher from Year 3 upwards.

### **12 Supervision in Remote Locations**

- 12.1 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 and the sports club cafeteria and changing rooms.

### 13 **Lost or Missing Children**

- 13.1 In the instance that a child is lost or missing whilst on the school site we will follow the following procedure:
- 13.2 If a teacher suspects that a child is missing from a lesson or activity, they will contact the nearest member of SLT and school office immediately.
- 13.3 All remaining children will be kept safe in a secure place with adequate adult supervision, including assistance from other school staff if necessary.
- 13.4 A full headcount will be taken by the teacher-in-charge and matched against the register; usually the class teacher or nominated person.
- 13.5 A senior member of staff will make a thorough search of the building and/or site and immediate surroundings including storage areas and toilets. A thorough check of all exits will be made, to ensure all gates/doors are locked and there is no other way a pupil could have left the site. If something is discovered, the SLT member must be immediately informed.
- 13.6 The following list held in the school office will be checked: attendance register, off site records, and other school clubs.
- 13.7 If the child is not found after this initial search and/or approximately 10 minutes from the initial report of them deemed missing, the school office will inform the Principal and Director of Education (Cognita Head Office), including where a child is found wandering or at risk of being lost or missing. The CPC in school will be notified immediately and they will ensure that the parents have been informed by the teacher responsible. The Principal, or SLT member in the absence of the Principal will decide at which point the police will be called.
- 13.8 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 Principal remains responsible for the care and welfare of the child, including off-site.
- 13.9 As soon as is practicable, the Serious Incident Reporting Form (SIRF) will be completed by the Principal and sent to the Cognita Spain Head of Compliance. The visit leader (off site) or responsible form/class teacher will make a contemporaneous record to provide full details of the incident to the Principal.
- 13.10 Near misses will also be recorded and reported to the Director of Education and details fully provided in writing to the school's safeguarding governance committee (SGC). This Report must outline the steps being taken to avoid any repeat incident, communication with parents and actions to be taken following the risk assessment process to mitigate future risk. Any relevant policy and procedure must be reviewed by the school.  
All incidents will be reported to the Spain Regional Office, for the attention of our insurers, as appropriate. Staff must try to remember and write down a description of what the child was wearing.

After an incident:

- 14.1 It is in everyone's interest to resolve what has happened as quickly as possible, consistent with a fair and thorough investigation.
- 14.2 The written findings of the investigation must be reported by the Principal to Cognita Regional and Head Office within 48 hours of the occurrence of the incident.
- 14.3 Where the child is under two years of age, Ofsted must be informed of the incident under our separate registration arrangements. Local authority children's social care should also be informed of any missing child in the early years, and our usual local authority safeguarding and child protection arrangements followed.
- 14.4 All relevant policies and procedures will immediately be reviewed and revisions presented formally to the Assistant/Director of Education for approval within 5 working days.
- 14.5 The parent/carer(s) will be involved at all times.
- 14.6 Following receipt of our investigative report, the Director of Education will report his conclusions as to the next steps to further safeguard and promote the welfare of children in the care of the school to the UK compliance committee.
- 14.7 Where the parent/carer(s) remain concerned despite reassurances informally by the school, they may choose to use the school's complaints procedure accordingly.
- 14.8 What the child was wearing and any distinguishing features.
- 14.9 In the instance that a child is thought to be lost or missing on whilst off-site we will follow the following procedure:
- 14.10 The visit leader must ensure the safety of remaining pupils. At least two adults must stay with them.
- 14.11 One or more adults should immediately start to search for the child.
- 14.12 If the child is not found within 5 minutes, the visit leader must then contact the police by telephoning the emergency services.
- 14.13 The visit leader should alert the school office, or in the case of out-of-hours, the nominated SLT school contact for the trip, that the police have been contacted. The school will make arrangements to notify the parents accordingly. The remaining procedures outlined above in sections 4 and 5 will then be followed.



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14.15 If the child is not found within 5 minutes, the visit leader must then contact the police by telephoning the emergency services.

14.16 The visit leader should alert the school office, or in the case of out-of-hours, the nominated SLT school contact for the trip, that the police have been contacted. The school will make arrangements to notify the parents accordingly. The remaining procedures outlined above in sections 4 and 5 will then be followed.

<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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