

# COGNITA

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

**ELIS Villamartín**

**2021-22**

### 1 Introduction

- 1.1 ELIS Villamartín 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
Nursery to Year 13	09.10 to 16.30
After school activities	16.30 to 17.30

### 3 Start of Day Arrangements

There are teachers on duty from 8.45am. We cannot take any responsibility for pupils before this time.

- Nursery, Reception and Year 1 pupils are admitted by the duty staff from 8.45am onwards. Parents are asked not to wait in corridors.
- Years 2 – 6 pupils should wait in the playground until the bell rings when they line up to wait for their tutors.
- Years 7 – 11 pupils should wait in the playground until 9.10am or such time they are admitted by a member of staff and then go directly to their lockers and tutor rooms
- Registration begins at 9.10am. Pupils not registering by 9.15am will be marked as late.
- If a pupil arrives after 9.15am then they should sign in using the 'Late Book' in reception. Younger pupils will be accompanied to class by the school office staff and not by their parents.

### 4 Break Time Arrangements

- 4.1 During breaktime, students are supervised both in the dining hall and designated recreation areas at all times. No students are allowed in the teaching areas or corridors except Sixth Formers (Study Centre and common room) or if students are under the direct supervision of a member of staff for educational activity or sanctions

### 5 Lunch Time Arrangements

- 5.1 During lunchtime, students are supervised both in the dining hall and designated recreation areas at all times. No students are allowed in the teaching areas or corridors except Sixth Formers (Study Centre and common room) or if students are under the direct supervision of a member of staff for educational activity or sanctions

### 6 End of School Day Arrangements

- Staff are on duty in the playground and terraces, as well as at the school gates until 5.00pm
- Nursery to Year 3 pupils are handed over to parents in person at the designated areas.
- Pupils should be collected by 4.45pm. After 4.55pm they will be taken to the school office by duty staff and their parents contacted.

- 6.1 Pupils are expected to leave the premises by 4.45pm 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.

### 7 After School Activities

- 7.1 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
- 7.2 The following procedure will be followed when a pupil is not collected: The monitor of the activity will take the student to the school office where the ECA Coordinator will contact home and wait until the pupil is collected

### 8 Sporting Fixtures

- 8.1 PE staff supervise students when at fixtures.
- 8.2 Parents are always informed of the finish times.
- 8.3 No pupil should leave without the authorisation of the adult leading the activity.
- 8.4 The following procedure will be followed when a pupil is not collected: The teacher in-charge of the activity will take the student to the school office where the School Secretary will contact home and wait until the pupil is collected

### 9 Travel to and from School on Buses

- 9.1 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.
- 9.2 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.

### 10 Leaving the Site during the School Day

- 10.1 It is expected that all pupils (including Sixth Form) will be on site for the entire day unless they have specific permission to leave. All students must have written permission (or via a phonecall to the office) and be collected directly from the school reception area. The pupil will be signed out by the office staff once they are collected by a parent of guardian.
- 10.2 Sixth Form students can sign out themselves at the office/reception once a parent/guardian has given them permission to leave.

### 11 Supervision Duties

- 11.1 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.

- 11.2 All classes will be supervised by the relevant teacher at all times. This could include supervision by a cover teacher if the class teacher is absent or unavailable.

### 12 Medical Support

- 12.1 There is no school nurse on duty at ELIS Villamartín. Trained staff (pediatric and basic First Aid) 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 their class teacher and then to the school office

### 13 Supervision in Remote Locations

- 13.1 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. Students may only use the school climbing frames/swings and play equipment under the direct supervision of a responsible adult

### 14 Lost or Missing Children

- 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.
- All remaining children will be kept safe in a secure place with adequate adult supervision, including assistance from other school staff if necessary.
- A full headcount will be taken by the teacher-in-charge and matched against the register; usually the class teacher or nominated person.
- 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.
- The following list held in the school office will be checked: attendance register, off site records, and other school clubs.
- 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 Headteacher and Director of Education (Cognita Head Office), including where a child is found wandering or at risk of being lost or missing. The designated safeguarding officer in school will be notified immediately and they will ensure that the parents have been informed by the responsible teacher. The Headteacher, or SLT member in their absence, will decide at which point the police will be called.
- 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 Executive Principal remains responsible for the care and welfare of the child, including off-site.
- As soon as is practicable, the Serious Incident Reporting Form (SIRF) will be completed by the Headteacher and sent to the Head of Operations. The visit leader (off site) or responsible form/class teacher will make a contemporaneous record to provide full details of the incident in the school's incident report book. A note will also be made on the school's attendance register accordingly.
- 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 and submitted to UK compliance committee for approval, via Head of Education Compliance.

- All incidents will be reported to the Head of Facilities, Head 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 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.
- A thorough search of the premises should continue until the child is found.

### Following the Incident

- It is in everyone's interest to resolve what has happened as quickly as possible, consistent with a fair and thorough investigation.
- The written findings of the investigation must be reported to Cognita Head Office within 48 hours of the occurrence of the incident.
- All relevant policies and procedures will immediately be reviewed and revisions presented formally to the Director of Education for approval within 5 working days.
- The parent/carer(s) will be involved at all times.
- 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 compliance committee.
- Where the parent/carer(s) remain concerned despite reassurances informally by the school, they may choose to use the school's complaints procedure accordingly.

### Procedures following a Child Missing from an Off Site Location

- The visit leader must ensure the safety of remaining pupils. At least two adults must stay with them.
- 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 (or the international equivalent for overseas trips)
- 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. The remaining procedures outlined above will then be followed.

### Monitoring & Evaluation

- This policy and our procedures will be reviewed annually and more frequently following a near miss or missing child incident. Compliance with this policy is reported formally to the Safeguarding Governance Committee (SGC) with the Headteacher reporting any changes including management actions accordingly.
- If, as a parent, you are not happy with the way that you or your child is treated by any member of staff you should consider raising your concern with the Executive Principal. You may find it helpful to refer to our formal complaints procedure for guidance. This procedure emphasises the importance of resolving any concerns informally and at the earliest possible

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opportunity. We expect our parents to share any concerns informally with us so that we can continuously improve the quality of education at our school.

- Our school's leadership team ensure that we monitor the quality and compliance of our accident and incident reports at our compliance committee meetings. The Executive Principal ensures that staff are sufficiently trained and experienced to be compliant at all times; particularly during school trips and visits.
- The Safeguarding Governance Committee (SGC) is chaired by an appointed external representative who will maintain an overview of the effectiveness of this policy and local school practice in this regard, providing appropriate governance scrutiny and challenge

<b>Ownership and consultation</b>	
Document sponsor (role)	Director of Education
Document author (name)	Alison Barnett, Safeguarding Adviser
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>	
Audience	Parents of pupils at Cognita schools School staff

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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