

COGNITA

Pupil Supervision and Lost & Missing Children Policy



SPAIN

Septiembre 2023

1 Introduction

1.1 Mirasur School 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

The school day is as follows:

Age range	Timings
1 - 3 years	9:00 - 16:00
3- 6 years	9:00 - 17:00
Primary and Secondary School	9:00 - 17:00
Y12 and 13	8:00 - 14:30

3 Start of Day Arrangements

1.1 When they arrive at school, the students go directly to their classrooms.

In the case of the first cycle of early childhood education, families go to the classroom to drop off their sons and daughters. Students aged 3-4 years during the period of progressive incorporation into the school (first 3 weeks after the start of the course) also access the classroom with their family. From this moment on, the students go autonomously to the classroom.

3.2 Before the start of the day, supervision is organised as follows: At each of the entrances to the school there are personnel responsible for the school to supervise the entry of the students. In the case of early childhood education, in addition to staff in the lobbies, there are also staff strategically located to guide access to the different classrooms and thus prevent anyone from getting lost.

3.3 Early childhood education students who arrive by bus are accompanied by the bus monitor to their respective classrooms and the rest of the students wait in the corresponding lobby with another monitor until it is time to go to the classroom.

3. Organization of Recesses

1.2 During recess, the teachers carry out active surveillance, interacting with the students, taking an interest in their games and relationships and acting and mediating if necessary. The break periods will take place in 4 different spaces with access in two shifts and part of the sports facilities will be used. In total the space allocated for recreation time is 12,500m² distributed in:

Early Childhood and Primary Education: 10:45 a.m. to 11:15 a.m.

Secondary Education and Baccalaureate: 11:30 a.m. to 12:00 p.m.

- Soccer field and surroundings
- Playground A
- Playground B
- Early years playground A

4 Lunch Time Arrangements

4.1.1 The meal schedule is organised as follows.

- First Cycle of Early Childhood Education students will eat in their classrooms at 12:00 p.m.
- 3 and 4 year old students will eat in the 1st cycle kindergarten dining room at 1:30 p.m.
- Students of 5 years, 1st and 2nd of Primary Education will eat in the dining room of the 2nd cycle of kindergarten at 1:30 p.m.
- 3rd and 4th grade Primary School students will eat in the main dining room at 1:30 p.m. and they will directly access the tables where they will have the trays with the food served.
- 5th, 6th and Secondary students will eat in the main dining room between 1:30 p.m. and 2:30 p.m.
- Baccalaureate students will eat in the main dining room at 2:30 p.m.

4.1.2 During lunch, supervision is carried out by authorised personnel through an organisation that will adapt to the needs of each school year.

4.1.3 After lunch, students who do not attend extracurricular classes remain in the playground under the supervision of authorised personnel through an organisation that will adapt to the needs of each school year.

4.2. end of day

4.1.4 Students are expected to leave the school premises according to the stages:

At 4:00 p.m., the students of the first cycle of Early Childhood Education are personally delivered to their families by the tutors.

Between 4:45 p.m. and 5:00 p.m., the students of the Second Cycle of Early Childhood Education are handed over to their corresponding families with the supervision of the group's teacher.

Between 4:50 p.m. and 5:00 p.m., the Primary students are handed over to their corresponding families with the supervision of the group's teacher.

4.1.5 Students riding the bus:

4.1.5.1 Early childhood education: once classes have finished, the teacher accompanies the students on their way to a waiting room supervised by a person from the school. The route monitors come to this classroom to pick up the students on the route and accompany them to the bus.

4.1.5.2 Primary and Secondary Education: once classes have finished, students will wait in the courtyard under the supervision of an adult until the route monitor accompanies them to go to the bus.

5 Sporting Fixtures

PE staff supervise students when at fixtures.

Parents are always informed of the finish times.

No pupil should leave without the authorisation of the adult leading the activity.

The following procedure will be followed when a pupil is not collected:

If a student is not picked up before the scheduled departure time, the family will be contacted and the student may remain in the extended afternoon schedule until picked up.

The following procedure applies if a student is not picked up: The family will be contacted and if there is no response, the local police will be contacted.

6 Travel to and from School on Buses

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.

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 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

Sixth form students are expected to be on site for the entire day break time included

9 Supervision Duties

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.

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.

10 Supervision during PE Lessons, including Changing Arrangements

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

There is a qualified person at the school from 9:00 a.m. to 3:00 p.m. every day. It is available for first aid, to help if someone is injured, or to manage accidents or emergencies. Starting at 3:00 p.m. Medical assistance will be provided by the school staff who will follow the procedure of the First Aid Policy.

12 Supervision in Remote Locations

Students will not be able to circulate alone in areas of the school that require specific supervision (laboratories, assembly hall, swimming pool...).

13 Lost or Missing Children

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In the event that a student is not present at an activity on the school grounds, the last person who was in contact with this student will be immediately contacted to have sufficient information to guide us in the following activities. If necessary, the tutor or a member of management will be contacted. The record of student absences will also be checked.

In the case of a student lost or missing outside the school premises, we will follow this procedure: The Management will be contacted immediately and the police will be notified.

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