

# COGNITA

## **Student Supervision Policy During Extracurricular Activities**

### **SPAIN**



### **September 2024**

### 1 Introduction

Mirasur School takes seriously its responsibility to ensure adequate supervision of its students at all times, to ensure their safety while at school or during school visits outside of school. The supervising staff takes into account our Privacy Policies. *Safeguarding*, Anti-Harassment and our Health and Safety requirements. This policy is valid for students of all courses.

This Policy applies to all our students, including those in Early Childhood.

### 2. Activities carried out during school hours from September to June

ACTIVITY	PLACE	STUDENT
Chess	Art class	Primary and Secondary Education
Piano	Music class	Primary and Secondary Education
Guitar	6 <sup>o</sup> B class	Primary and Secondary Education
Theater	Assembly hall	Primary and Secondary Education
Fine arts	MMII class	Early Childhood and Primary Education
Dance	MMII class	Early Childhood and Primary Education
Minichief	EY Class	Early Childhood and Primary Education
Music and Fun	EY Music Class	Early Childhood Education
English is Fun	EY English class	Early Childhood Education

#### 2.1.1 Beginning of activity:

Students participating in any of the activities mentioned above will be picked up at the agreed meeting point for the activity. If the students remain in the yard, they will be supervised by the yard surveillance monitors until the arrival of the monitor in charge of the class.

No student should go to the activity or leave the school yard without the authorization and supervision of the monitor in charge of the class..

It is the responsibility of the monitor in charge of the extracurricular activity to check the attendance of all students enrolled in said activity. In the event that a student is absent from the activity and the teacher is not aware of said absence, this will contact the school reception to verify the reason for said absence.

#### 2.1.2.End of activity

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Once the activity is finished, the monitor will accompany the students back to the school playground where they are supervised by the playground monitors until they return to the classrooms.

No student should leave the activity or return to the school yard without the authorization and supervision of the adult leading the activity.

### **2.2 Sports activities during school hours from September to June**

#### 2.1 Activities

<b><i>Activities taught at noon to students from 3 to 18 years old</i></b>		
<b>ACTIVITY</b>	<b>PLACE</b>	<b>STUDENT</b>
Karate	MSC	Internal
Padel	Paddle Courts	Internal
Soccer	Soccer field	Internal
Baloncesto	Gym	Internal
Swimming	Pool the MSC	Internal
Dance	MSC	Internal

#### 2.2 Beginning of activity

Students participating in any of the activities mentioned above will be picked up at the agreed meeting point for the activity. If the students remain in the yard, they will be supervised by the yard surveillance monitors until the arrival of the monitor in charge of the class.

No student should go to the activity or leave the school yard without the authorization and supervision of the monitor in charge of the class..

It is the responsibility of the monitor in charge of the extracurricular activity to check the attendance of all students enrolled in said activity. It is the family's responsibility to notify the teacher in charge of the activity of any lack of attendance by their child.

In the event that a student is absent from the activity and the teacher is not aware of said absence, This will contact the school counseling to verify the reason for said lack of attendance.

#### 2.3 End of the activity

Once the activity is finished, the monitor will accompany the students back to the school playground where they are supervised by the playground monitors until they return to the classrooms.

No student should leave the activity or return to the school yard without the authorization and supervision of the adult leading the activity.

**2. 3 Sports activities outside school hours from September to July**

Activities

<b>Activities taught outside of school hours</b>				
<b>ACTIVITY</b>	<b>PLACE</b>	<b>STUDENT</b>	<b>DAY AND TIME</b>	<b>AGES</b>
Swimming Club	Pool	Internal / External	Monday to Friday From 6:20 to 9:00 a.m. and from 2:00 p.m. to 10:30 p.m. Saturdays From 8:00 a.m. to 1:00 p.m.	From 5 years old
Swimming Courses	Pool	Internal / External	Monday to Friday From 5:00 p.m. to 9:00 p.m. Saturdays From 10:00 to 12:00	From 6 months
Free Swim	Pool	Internal / External	Depending on availability	all ages
Padel Club	Paddle Courts	Internal / External	Monday to Friday From 8:00 a.m. to 11:00 p.m. Saturdays, Sundays and holidays from 9:00 a.m. to 3:00 p.m.	all ages
Soccer	Soccer field	Internal / External	Monday and Wednesday From 18:15 to 19:15 Friday From 17:15 to 18:15	From 5 years old
Baloncesto	School Gym	Internal/External	Monday to Friday in the afternoon	From 5 years old
Volleyball	School Gym	Internal/External	Tuesday, Thursday and Friday at 5:15 p.m.	From 5 years old

### 3.2 General rules regarding pool activities

- Pool Access

You can access the pool facilities at the indicated times and from 5:00 p.m. The monitors will pick up their group in the locker room assigned to them 5 minutes before starting the sessions. classes. Students over 12 years of age go directly to the changing rooms and from there to the pool where they are welcomed by the person responsible for the activity.

- Organization of the changing rooms

All users are assigned a locker room.

Children under 7 years old can only access the pool if they are accompanied by their parents or guardians. Only one of the minor's companions will be able to enter with the child and will be the person who accompanies them in the assigned locker room to help them change.

From 7 years old, children will be able to access the locker rooms unaccompanied. Changing rooms are assigned based on the sex and age of the student.

- End of the activity and collection of students

Once the class is over, the instructor lines up with his students and goes with them to the locker room. The families of children under 7 years of age wait for the students in the assigned locker room to help them change. Students over 7 years old go to the pool hall where they will be picked up by their families under the supervision of the person responsible for pool control.

Minor students who go home alone will need to have **signed on family consent to leave the premises alone** which appears on the student's registration form.

- Organization for students who have not been picked up at the end of the day

If a student is not picked up at the end of class, they will remain in pool control. The person responsible for control will be in charge of contacting the family and acting accordingly.

### 3.3 Rest of activities

In the rest of the activities, the minor goes to the place where the activity takes place. Once the activity is completed in the afternoon, the monitor accompanies the minor to the departure point and/or supervises the pick-up of the student by the family members whose data has been recorded in the registration form.

Students under 14 years of age who travel home alone will need to have **signed family consent to leave the premises alone** which appears on the student's registration form.

## 2. 4. Sports activities with competitions on weekends from September to June

<i>Sports activities on weekends</i>				
ACTIVITY	PLACE	STUDENTS	DAY and TIME	AGES
Soccer	School / Community of Madrid	Internal	Saturdays / To be determined	From 5 years old

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Swimming Club	To be determined according to competition	Internal / External	weekends	From 7 years old
Baloncesto	School Gym / Rivals Team Field	Internal/External	weekends	From 6 years old
Volleyball	Mirasur Gym	Internal/External	weekends	From 6 years old

### 4.1 Competitions/events outside the school:

- When students develop an event/competition outside the school grounds, families will receive a call through Edvoice where they are informed of the day, time and place of the match.
- Students move to the facilities with their families.
- Once the match/event is over, the student leaves the field/venue in the company of his/her family under the supervision of the coach responsible for the match/event that day.
- No student will leave without the authorization of the adult leading the activity.
- If a student is not picked up, the coach will be in charge of contacting the family and acting according to the circumstances.
- The coach supervises the students when they are at sporting matches/events.
- Parents are informed of the end time of the event.

### 4.2 Swimming Competitions:

There are two types of competitions within the club:

#### 1. Competitions within the Community of Madrid.

- When students participate in a competition outside the school grounds, families receive a call through from Edvoice where they are informed of the day, time and place of the competition.
- The students move to the pool where the competition is held with their families.
- Once the competition is over, the student leaves the venue in the company of his or her family under the supervision of the coach responsible for that day's competition.
- No student will leave without the authorization of the adult leading the activity.
- If a student is not picked up, the coach will be in charge of contacting the family and acting according to the circumstances.

#### 2. National competitions:

- Spanish Championship: The families of the summoned students will receive in advance the planning with all the details of the championship.
- Championships / Preparation Stage: Families will be asked about their desire to participate through a form. Interested families will receive all the information related to the championship in advance.

Travel to the city where the championship takes place will be done either by train or by bus, in which case it will be contracted through an agency specialized in the organization of sporting

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events. On all routes, students will be supervised by the coach and other support teacher. Stays on trips outside the Community of Madrid vary from 2 to 5 days depending on the type of competition.

Families must complete a form with student data referring to various fields that will allow them a safe transfer in the season's competitions.

During the time that the students remain in another city, their daily routine consists of attending competitions and staying at the hotel, always under the supervision of the coach.

Under no circumstances are students allowed to leave the hotel where they are concentrated for the competition.

If it is not possible to travel on foot from the hotel to the competition pool, transfers will be You will do well by taxi or by rental car driven by the coaches. In the mentioned form dThe swimming club, the family will sign an authorization so that your child can travel by taxi or rental vehicle driven by the coach.

When the competition ends, the family will pick up the students at the agreed meeting point for the activity.

### 2.5. Sports activities Mirasur Sports Club

<i>MSC sports activities</i>			
<b>ACTIVITY</b>	<b>STUDENTS</b>	<b>DAY and TIME</b>	<b>AGES</b>
Karate Club	Internal / External	Monday and Wednesday from 6:00 p.m. to 7:00 p.m. 7:00 p.m. to 8:00 p.m.	Students from 4 to 8 years old Students from 9 to 13 years old.
Taekwondo	Internal / External	Tuesday and Thursday from 5:15 p.m. to 6:15 p.m.	Students from 4 to 13 years old.

#### 5.1 Beginning of activity and end of activity

The monitor picks up and delivers the students to the MSC hall.

No student should leave the activity without the authorization and supervision of the monitor. If a student is not picked up at the indicated time, the monitor will be in charge of contacting the family and acting accordingly. The minor will remain at the reception under the supervision of an MSC adult until picked up.

Students under 14 years of age who travel home alone will need to have **signed family consent to leave the premises alone** which appears on the student's registration form.

For any other activity offered at MSC, it is mandatory to be at least 14 years old.

From 14 to 16 years old, children must always come accompanied by an adult and with the authorization signed in the minor's registration.

## 6. Medical Assistance

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- 6.1 When registering for all extracurricular activities, information is requested regarding allergies or any medical condition of the student that should be known. This information, in the case of Mirasur School students, is hosted and available on the school site. The medical information of external students is housed in a database in both pool control and MSC.

It is the responsibility of the monitors in charge of the activity to know the medical needs of their students. It is the responsibility of families and/or users to report this condition to act immediately if necessary.

If a student suffers an accident, the monitor or person in charge of pool control or access to MSC are responsible for immediately contacting the medical emergency service (112) and if the family is not present, contact them immediately.

### 7. Supervision in Remote Locations

Areas of the sports venue that pose a potential danger to students are prohibited from access and are duly signposted.

### 8. Lost or Missing Students

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 next steps. 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: You will be contacted immediately.

Ownership and Consultation	
Sponsor	Education Director Spain
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Recipients	
Recipients	Parents of students of Mirasur School MSC users School staff

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England	No
Gales	No
Spain	Yes

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