MIRASUR SCHOOL

Pupil Supervision and Lost & Missing Children Policy

Mirasur School

SPAIN

2026

Registered in England & Wales - Cognita Schools Limited No. 02313425
Registered Office: Seebeck House, One Seebeck Place Knowlhill, Milton Keynes, Buckinghamshire, MK5 8FR

1. Introduction

1.1. Our school has a 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 Pupil

5.1. In the instance that a pupil is lost or missing whilst on the school site we will follow the following procedure:

- Inform SLT.
- Search for the pupil.
- Inform parents.
- If not found, inform police.

5.2. In the instance that a pupil 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

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supervision and the need for a pupil's privacy, with due regard for the Safeguarding and Pupil 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 pupil.

7.2. Parents are always informed of the finish times and where they must collect their pupils.

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 pupils have been safely collected. Routine checks of changing areas must be conducted.

7.5. Procedures are in place in the event a pupil 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

The school day is as follows: Include school hours by building/section etc

- **Introduction**

1.1 Mirasur School takes seriously its responsibility to ensure adequate supervision of the 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.

1.2 This Policy applies to all our students, including the Infant stage.

2 Working Day

2.1 The school day is:

Stage	Time
Kindergarten School	09:00 to 16:00 hours
Early Childhood Education 3-6 years	09:00 to 17:00 hours
Primary Education	09:00 to 17:00 hours
Secondary Education	09:00 to 17:00 hours
Baccalaureate	08:00 - 14:30 hours

3 Start of Day Arrangements

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3.1 When they arrive at school, 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 organized 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 The 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.

4 Break Time Arrangements

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 recreation periods will take place in 4 sectored spaces with access in two shifts and part of the sports facilities will be used. In total the space allocated for recreation time is 12,500m^2 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.

5 Lunch Time Arrangements

5.1 The meal schedule is organised as follows.

- The students of the First Cycle of Early Childhood Education will eat in their classrooms at 11:30
- 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 passing through the linear from the self-service, between 1:30 p.m. and 2:30 p.m.
- Baccalaureate students passing through the self-service line They will eat in the main dining room at 2:30 p.m.

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

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5.3 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.

6 End of School Day Arrangements

6.1 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.

6.2 Students travelling by bus:

6.2.1 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
6.2.2 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.

7 Non-Collection Arrangements at End of Formal School Day

7.1 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.

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

8 After School Activities

8.1 When attending an extracurricular activity, students are supervised by adults. The adult is responsible for taking roll.

8.2 No student should leave without the authorization of the adult leading the activity.

8.3 The following procedure applies if a student is not picked up: The family will be contacted immediately to plan next steps.

9 Sporting Fixtures

9.1 Physical Education staff supervise students when they are at sports matches.

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9.2 Parents are informed of the end time of the event.

9.3 No student should leave without the authorization of the adult leading the activity.

9.4 The following procedure applies if a student is not picked up: The family is contacted and appropriate action is taken for the situation.

10 Travel to and from School on Buses

10.1 Spanish legislation requires that school routes must have a monitor/escort at all times if 50% or more of the students on board are under 12 years of age. *Royal Decree 443/2001.* Students are expected to behave responsibly at all times and follow instructions. This includes always wearing a seat belt. Our expectation is that all of our daily routes and other transportation services such as excursions will have companions.

10.2 The Director reserves the right to prohibit a student from travelling on school transportation if his/her behaviour is not appropriate.

11 Leaving the Site during the School Day

11.1 Students are expected to stay at school for the entire day, unless they have specific permission to leave and it has been notified to the assigned school officials.

12 Supervision Duties

13.1 All staff are expected to participate in the recess and lunchroom supervision rotation. For more information see the specific school schedule.

13.2 All classes will be supervised by the teacher and, in certain subjects such as art or science, a teacher may also attend. specialist.

13 Supervision during PE Lessons, including Changing Arrangements

13.1 Physical Education classes are supervised by the school's teaching staff. When students are changing or showering, teaching staff must consider their supervisory responsibility and the privacy needs of the student, with due consideration of the Comprehensive Minor Protection Policy.

14 Medical Support

14.1 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.

15 Supervision in Remote Locations

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

16 Lost or Missing Children

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16.1 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.

16.1 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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