

Pupil Supervision and Lost & Missing Children Policy

SPAIN

September p

Pupil Supervision

7 Non-Collection Arrangements at End of Formal School Day

- 7.1 If a EYFS or Primary pupil is not collected from school by the normal end of the school day
- 7.2 The following procedure will be followed when a pupil is not collected: if a pupil is not collected by 18.00 parents will be contacted. There will always be a member of the SLT on duty until all pupils have left the building.

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. If a student does not arrive as expected at the activity the responsible adult will inform the school reception desk so that they can follow up.
- 8.2 No pupil should leave without the authorisation of the adult leading the activity. At the end of the activity EYFS and Primary students will be handed over to approved adults.
- 8.3 The following procedure will be followed when a pupil is not collected: see 7.2.

9 Sporting Fixtures

- 9.1 PE staff supervise students when at fixtures.
- 9.2 Parents are always informed of the finish times and where they must collect their children.
- 9.3 No pupil should leave without the authorisation of the adult leading the activity.
- 9.4 No staff member must leave the sporting fixture without checking all children have been safely collected. Routine checks of changing areas must be conducted.
- 9.5 The following procedure will be followed when a pupil is not collected: Parents are informed, and where necessary, children will be returned to school escorted by a staff member and the 7.2 procedures will be followed.

10 Travel to and from School on Buses

13.2 All classes will be supervised by the relevant teacher and in certain subjects, for example

