



COLEGIO
INTERNACIONAL
MERES 

A COGNITA SCHOOL

Pupil Supervision and Lost & Missing Children Policy

September 2025

1 Introduction

- 1.1 Meres International School assumes responsibility for supervising its students at all times, in order to ensure their safety while they are at the School or during school visits outside the School. The staff they supervise take into account our Safeguarding and Anti-Harassment Policies and our Health and Safety requirements. This policy applies to students of all courses.

2 School Day

- 2.1 The school day is organized according to the following schedule:

Ages of students	Timetable
Early Childhood Education 3-6 years old	9:00 a.m. to 4:50 p.m.
Primary education	9:00 a.m. to 4:50 p.m.
Secondary education	9:00 a.m. to 4:50 p.m.
High school	Monday, Wednesday and Friday 9:00 a.m. to 4:50 p.m.
	1st year of Baccalaureate Thursday from 9:00 a.m. to 2:30 p.m.
	2nd year of Baccalaureate Tuesday and Thursday from 9:00 a.m. to 2:30 p.m.

- 2.2 School transport leaves the premises at 17:00

3 Beginning of the day

All the staff of the School must keep in mind that the safety of our students is paramount and that throughout the day there are critical moments that require special zeal.

- 3.1 Most of the students who enroll in the School come by school transport. Each bus that enters the school makes three stops within the school grounds. Each stop is in front of the corresponding building: Primary, Secondary / Baccalaureate and the Infant building. Students get off the buses and head to their classrooms.
In the case of coming by private transport, Infant students are accompanied to the building by their parents or legal guardians. Primary students are directed to the classrooms from the entrance to the School.
- 3.2 Students and staff members must access the school through the interior door of the car park:
- 08:40 h: The doors of the school are opened for the entrance of students and staff who enter on the buses, and for members of staff and students who do so by walking through the pedestrian door. Students of the early bird service will be able to do so from 8:00 a.m.
 - 9:10 a.m.: Closing of the parking doors once the routes leave after dropping off the students in their respective buildings.
- 3.3 Primary, Secondary and Baccalaureate students who do not come en route will access through the pedestrian door from 8:40 a.m. and will go to their classrooms. Outsiders without accreditation are not allowed to enter the school grounds.
- 3.4 Families with students in Early Childhood Education will be able to take them to the entrance door of the Early Childhood Education Building where they will be attended by a member of the team. People outside the staff are not allowed to enter the building.

1 All students who arrive after 9:10 must inform Reception of the reason for the delay.

4 Organization of Recesses.

- 4.1 Recesses are organized as follows. The students of the different stages have their times and areas assigned so that they do not coincide in time or places of recess.
- 4.2 Infant and Primary students will go out to their recreation area accompanied by teachers. During this time, the teachers will actively monitor the students, observing behaviors, interacting with the students, helping them in the resolution of conflicts if they occur and controlling that they respect the rules of coexistence. It is the responsibility of the stage coordinators to organize the areas and the teachers' surveillance shifts.
- 4.3 Infant and Primary students will have three rest periods. Those in Secondary will have two rest periods.
- 4.4 The recess hours are:
- Infant: Morning recess 11:15-11:45h
Afternoon recess 13:00-13:45h Rest / snack 15:30- 16:00h
 - E. Primary 1st and 2nd: Morning recess 10:50-11:20h
Late recess 12:45- 13:30h
Break/snack 16:00- 16:20h
 - E. Primary 3rd, 4th, 5th, 6th Morning recess 11:40-12:10h
Afternoon recess 13:30 to 14:20h Rest / snack 16:00-16:20h
 - E. Secondary and Baccalaureate: Morning recess 11:45 – 12:10h
Afternoon recess 14:30-15:00h
- 4.5 During recess, supervision is organized as follows:
Each course is assigned an outdoor area, depending on the educational stage, to enjoy recess time in open spaces. This area is always supervised by teachers from the School who follow the "Operating Rules" of each stage. In the event of not being able to be outdoors, recesses are organized in the different buildings and covered courts.

5 Organization during the meal

- 5.1 The meal schedule is organized as follows:
- E. Infant, 1st and 2nd of Primary 12.15h. From 3rd to 6th grade of Primary 13:05h Secondary and Baccalaureate 14:00h.
- 5.2 During the meal, the supervision in the dining room is carried out by the teachers of the School, who will be in charge of maintaining order, monitoring the correctness at the table, supervising that all the students eat the dishes that make up the menu and following the rules of the dining room according to the ages of the students.

6 End of the day

- 6.1 Leaving the classroom is a critical moment of the day in which order and control must be maximized. The departure of each group must be carried out progressively to avoid crowds. Most of our students return home by bus. Buses have assigned places within the school grounds according to the route number they take.
- 6.2 The students of Infant, 1st and 2nd of Primary will leave the classroom at 4:50 p.m. accompanied by their tutor who will bring their students to the corresponding buses. Students from 3rd to 6th grade of Primary will leave the classrooms at 4:45 p.m. with their tutors and will go to their respective buses.
Secondary and Baccalaureate students leave the classrooms at 4:45 p.m. and go to the assigned bus.
Early Childhood Education students who do not use school transport will be picked up at their building by their parents or guardians at 4:45 p.m.
Students in 1st, 2nd, and 3rd year of Primary School will be picked up at the Secretary's Office and from 4th year of Primary School they will be picked up by their families at Reception / Parking.

2 As it coincides with the entry of the buses into the school, and for safety reasons, students from 4th to 6th grade will not be able to leave the classroom between 4:15 p.m. and 4:45 p.m., families who arrive at that time must wait at Reception or in the car park

- 6.3 It is expected that all students will have left the School at 5:00 p.m.

7 Organization for students who have not been picked up by the end of the day

- 7.1 If a student does not use school transport and is not picked up at the end of the school day, they will wait at the Secretary's Office and call the contact telephone numbers provided by their family.
- 7.2 In the event of not being able to communicate with the family in any way, the local police will be called.

8 Extracurricular Activities

- 8.1 Extracurricular activities take place between 12:45 and 15:10
- 8.2 Students in extracurricular activities are supervised by teachers. The adult is responsible for roll call. Students who carry out extracurricular activities will meet their teachers at the meeting point. Each teacher will accompany the students to the areas assigned for the different activities. In the event that a student does not arrive at the extracurricular class, the tutor or the teacher of the School responsible for this department will be contacted.
- 8.2 No student should leave the after-school class without the authorization of the adult who leads the activity.

9 Matches or sporting events

- 9.1 Extracurricular sports event staff will supervise students when they are in competitions. There will be at least 2 adults at all times.
- 9.2 Parents are informed of the times and locations of the events.

- 9.3 No student should leave without the authorization of the adult who leads the activity.
- 9.4 The following procedure applies if a student is not picked up: the family will be contacted and/or appropriate action will be taken for the situation. The Director will be informed at all times in the event of an incident.

10 School transport

- 10.1 Spanish law requires that school routes must have a monitor/companion on board at all times if 50% or more of the pupils on board are under 12 years of age. *Royal Decree 443/2001*. Students are expected to behave responsibly at all times and to follow instructions. This includes always wearing a seat belt.
- 10.2 The Headmaster reserves the right to prohibit a pupil from travelling on school transport if his or her behaviour is not appropriate.

11 Leaving school during the day

- 11.1 Early Childhood Education students who must leave the School during the school day will be picked up by their families in the Infant building.
- 11.2 Students in 1st, 2nd, 3rd grade, Primary School who must leave the school during the day must be picked up at the Secretary's Office, for which families must register their departure at Reception.
- 11.3 Students from 4th grade of Primary School to 1st year of Baccalaureate who must leave the School during the school day will be picked up at Reception where families will sign the exit register.
- 11.4 Students in the 2nd year of Baccalaureate, with the due written authorisation of the family, will not need an adult to register their departure, being able to provide their data themselves to be collected by their families or responsible adult.

12 Supervisory rotation

- 13.1 All staff are expected to participate in the recess and dining supervision rotation. For more information, see the Operating Rules by Educational Stages.
- 13.2 All classes will be supervised by the teacher and, in certain subjects such as art or science, a specialist may also attend.

13 Supervision during Physical Education classes, including locker rooms.

- 13.1 Physical Education classes are supervised by the school's teaching staff. When students are changing or showering, teaching staff should consider their supervisory responsibility and the student's privacy needs, with due regard to the Safeguarding Policy.
- 13.2 In Physical Education, roll call will be taken in the changing rooms, the presence/absence of the student in the Center is verified.

14 Health care

- 14.1 The College has a full-time nurse, who is the person responsible for the Health Care Department from 9:00 a.m. to 4:50 p.m. It is available for first aid, injuries occurring during the school day, accident assistance

or emergency case management, medication administration and participation in talks, workshops and activities related to wellbeing.

15 Remote Location Monitoring

- 15.1 Some areas of the school are potentially dangerous and as such, areas that are off-limits to unsupervised students. This includes laboratories, warehouses, basements and boiler rooms.

16 Lost or Missing Students

16.1 In the case of a student lost or missing on the school grounds, we will follow this procedure:

- i. **It will be checked if the absence is justified:** In the event that a student is not present in a class or activity, the teacher who is in the group will ensure through the attendance control of the student's presence that day at the school. If there is evidence of attendance at the centre, the last person who was in contact with this student will be contacted for complete information.
- ii, if not, contact the member of the nearest management team and/or the Secretary of the School or Reception.
- iii. All remaining children will be kept safe in a safe place with appropriate adult supervision, including the presence of other staff if necessary.
- iv. A member of the management team staff or designee shall conduct a thorough search of the building and/or the site and immediate surroundings. All exits will be thoroughly checked, to ensure that all doors are locked and that there is no other way for a student to have left the premises. If anything is discovered, the management team member should be informed immediately.
- v. The following records found in the School Secretary will be checked: attendance records, off-site records and school outings.
- vi. If the student is not found after this initial search and/or approximately 10 minutes after the initial report of their disappearance, the School Secretary will inform the principal. The Welfare and Protection Coordinator will be notified immediately, who will ensure that parents are informed. The principal, or a member of the leadership team in the principal's absence, will decide when the police will be called.
- vii. All relevant emergency contacts of children will be used to inform parents/caregivers. However, until such time as the child is safely returned to the parent/caregiver care, the director will remain responsible for the child's care and welfare, including off-site.
- viii. Staff should try to remember and write down a description of what the child was wearing and any distinguishing features.
- ix. If a missing child has any medical needs or special conditions, they should be noted to report them to the police or the appropriate agency.
- x. A thorough search of the entire enclosure should continue until the child is found.
- x. As soon as possible, an Incident Investigation should be completed and passed on to the Health and Safety Officer. A SIRF (Serious Incident Report) may need to be completed depending on the outcome of the investigation.

16.2 In the case of a student lost or missing outside the school grounds, we will follow this procedure.

- i. The person responsible for the visit must guarantee the safety of the remaining students. At least two adults must remain with them.
- ii. One or more adults should immediately begin looking for the child.
- iii. If the child is not found within 5 minutes, the person responsible for the visit must contact the police by calling 112.

iv. The person responsible for the visit must notify the Secretary of the School, who will inform the director. The school will take the necessary steps to notify the parents.

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