Student and Lost Student Supervision Policy

Meres International School

SPAIN

2026

Registered in England & Wales - Cognita Schools Limited No. 02313425
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COGNITA

THRIVE IN A RAPIDLY EVOLVING WORLD

1. Introduction

1.1. Our school takes seriously its responsibility to ensure proper supervision of students at all times, in order to ensure their safety both inside the school and during school outings and educational activities outside the school. This also includes the summer courses organised by the school.

1.2. We have clearly established procedures for the start and end of the school day, recess, lunchtime, and extracurricular activities.

2. Supervision Tasks

2.1. Supervisory tasks are part of the usual responsibilities expected of the staff of the centre.

2.2. All classes are supervised by the teaching staff assigned at the corresponding time and/or by other members of the teaching team.

3. Supervision in restricted areas

3.1. Some areas of the school, because they are remote or potentially dangerous, are restricted to unsupervised students. This includes, but is not limited to, terraces, science labs, outdoor areas of the campus, maintenance areas, and catering warehouses.

4. School Outings During the Day

4.1. Students are expected to remain at school throughout the school day, unless they have express authorisation to leave. The school informs families about the specific organisation of these outings. In all cases, students must use the entry and exit control system established by the school.

5. Lost or Missing Students

5.1. In the event that the disappearance of a student is detected within the school grounds, the following procedure will be followed:

- Inform the management team.
- Initiate the search for the child.
- Inform the family
- If it is not located, contact the police.

5.2. If the disappearance occurs during an activity outside the school, the emergency protocols established for that educational outing will be applied.

6. Supervision in Physical Education, including Changing Rooms

6.1. Physical Education classes are supervised by the school's teaching staff. During the times when students change or shower, the staff must balance their responsibility for supervision with respect for the privacy of the students, following the provisions of the Comprehensive Child Protection Policy.

7. Matches and Sporting Events

7.1. School staff supervise students during sports matches or matches. A minimum of 2 staff members will be available to respond in the event of an emergency, illness or any other situation in which one person is supervised while the other attends to the student.

7.2. Families are informed of the end time of the event and where they should pick up their children.

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

7.4. No staff member should leave the event venue without first checking that all minors have been picked up. They should do a locker room check.

7.5. Our school has a procedure that applies if a student is not picked up.

8. Extracurricular Activities

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

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

9. School Transportation

9.1. Spanish law requires that school routes must have a monitor/chaperone with them at all times if 50% or more of the pupils on board are under the age of 12. Royal Decree 443/2001. Pupils are expected to behave responsibly at all times and to follow instructions. This includes always wearing a seatbelt. Our expectation is that all our daily routes and other transport services such as excursions will have escorts.

9.2. The Management reserves the right to prohibit a student from travelling by school transport if his/her behaviour is not appropriate.

SCHOOL-SPECIFIC PROCEDURES

The school day is organized as follows:

Ages of students	Opening hours
Early Childhood Education 1-6 years	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.
Baccalaureate	Monday, Tuesday and Thursday 9:00 a.m. to 4:50 p.m.
	1st year of Baccalaureate Wednesday from 9:00 a.m. to 2:30 p.m.
	2nd year of Baccalaureate Wednesday and Friday from 9:00 a.m. to 2:30 p.m.

1. 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.

1.1. Most of the students who enrol at 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 go 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.

1.2. Students and staff members must access the school through the interior door of the car park:
08:40 h: The doors of the school open for the entrance of students and staff who enter on the buses, and for staff members and students who walk through the pedestrian gate. Students of the early bird service can 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.

1.3. Primary, Secondary and Baccalaureate students who do not come en route will enter through the pedestrian gate from 8:40 a.m. and will go to their classrooms. People outside the staff without accreditation are not allowed to enter the school grounds.

1.4. Families with students in Early Childhood Education may 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.

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

2. Organization during recess and lunchtime

2.1.1. The recess is 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.

2.1.2. Infant and Primary students will go out to their playground 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 checking that they respect the rules of coexistence. It is the responsibility of the stage coordinators to organize the areas and the teachers' surveillance shifts.

2.1.3. Infant and Primary students will have three rest periods. Secondary students will have two rest periods.

2.1.4. The recess hours are:

Children:

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
Rest/snack	16:00- 16:20h

E. Primary 3rd, 4th, 5th, 6th

Morning recess	11:40-12:10h
Afternoon recess	13:30 -14:20h
Rest / snack	16:00-16:20h

E. Secondary and Baccalaureate:

Morning recess	11:45-12:10h
Afternoon recess	14:30-15:00h

2.1.5. During recess, supervision is organized as follows: Each course is assigned an outdoor area, according to 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.

2.2.1. Organization during the meal. The meal schedule is organized as follows:

E. Infant, 1st and 2nd Primary	12.15h.

From 3rd to 6th grade of Primary Education 1:05 p.m.
Secondary and Baccalaureate 2:00 p.m.

2.2.2. 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, supervising 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.

3. Specific provisions for Year 12/13/Baccalaureate students

3.1. Students in the 2nd year of Baccalaureate have two days of reduced hours. Wednesdays and Fridays from 9:00 a.m. to 2:30 p.m., being able to finish at this time or stay in study afternoons until 5:00 p.m. for their return on the return buses at the time of the rest of the school.

3.2. Students in the 1st year of Baccalaureate will have the same option but only on Wednesdays.

4. Organization during school dismissal

4.1 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.

4.2 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

4.3 Secondary and Baccalaureate students leave the classrooms at 4:45 p.m. and go to the assigned bus.

4.4 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.

4.5 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.

4.6 2 As it coincides with the entrance of the buses to 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.

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

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

5.1 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 numbers provided by their family. In the event that they are unable to communicate with the family in any way, the local police will be called.

6. Extracurricular Activities

6.1 Extracurricular activities take place between 12:45 and 15:10.

6.2 Students in extracurricular activities are supervised by teachers. The adult is responsible for taking 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.

6.3 No student should leave the after-school class without the authorization of the adult who leads the activity.

6.4 At sporting matches or events, pupils will be supervised by the Sporting Events After-School staff when they are in competitions. There will be at least 2 adults at all times.

6.5 Parents are informed of the times and locations of events.

6.6 No student should leave without the authorization of the adult who leads the activity.

6.7 The following procedure applies if a student is not picked up: the family will be contacted and/or appropriate action will be taken to the situation. The Headmaster will be informed at all times in the event of an incident.

7. Lost or missing students

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

7.1.1. 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 school, the last person who has been in contact with this student will be contacted to have complete information.

7.1.2. If not, you will contact the nearest member of the management team and/or the Secretary of the School or Reception.

7.1.3. All remaining children will be kept safe in a safe place with appropriate adult supervision, including the presence of other staff if necessary.

7.1.4. A member of the management team staff or designee will conduct a thorough search of the building and/or the immediate site and 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.

7.1.5. The following records found in the School Secretary will be checked: attendance records, off-site records and school outings.

7.1.6. 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 the parents are informed. The Principal, or a member of the Principal's leadership team in the absence of the Principal, will decide when the police will be called.

7.1.7. All relevant emergency contacts of the children will be used to inform the parents/caregivers. However, until such time as the child is safely returned to the parent/caregiver care, the director will remain responsible for the care and welfare of the child, including off the premises.

7.1.8. Staff should try to remember and write down a description of what the child was wearing and any distinguishing features.

7.1.9. If a missing child has any medical needs or special conditions, he or she must be noted to report it to the police or the appropriate agency. x. An exhaustive search of the entire compound must continue until the child is found.

7.1.10. 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.

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

7.1.11.1. The person responsible for the visit must ensure the safety of the remaining students. At least two adults must remain with them.

7.1.11.2. One or more adults should immediately begin looking for the child.

7.1.11.3. If the child is not found within 5 minutes, the person responsible for the visit must contact the police by calling 112.

7.1.11.4. The person responsible for the visit must notify the Secretary of the School, who will inform the principal. The school will take the necessary measures to notify the parents of the fact.

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