

# COGNITA



## **Pupil Supervision and Lost & Missing Children Policy**

### **ITALY**

### **October 2023**

## Pupil Supervision and Lost & Missing Children Policy

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### 1 Introduction

- 1.1 Florence Bilingual School takes seriously its responsibility to ensure that pupils are supervised properly at all times to ensure their safety while on school premises or on out of school visits. Staff who supervise are mindful of our Safeguarding and Child Protection Policy, Anti Bullying Policy and our health and safety requirements. This policy applies to all year groups.
- 1.2 This policy applies to all children, including those in the early years.

### 2 School Day

- 2.1 The school day is as follows:

| All the campuses | Orario  |
|------------------|---|
|                  | 7:30-9:00 Entrance of all the classes                                   |
|                  | 8:20-13:30 Educational activities                                       |
|                  | 10:20 -10:40 morning break (differentiated per age)                     |
|                  | 11:45-14:30 lunch and relax (differentiated per age)                    |
|                  | 13:30-16:30 Afternoon educational activities                            |
|                  | 16:05-18:00 pick-up time, extracurricular activities and free play time |

### 3 Start of Day Arrangements

- 3.1 When pupils arrive at school, they are expected to either stop in the common area or go to their classrooms, depending on their arrival time (see school day schedule).
- 3.2 Before school, the following supervision arrangements are in place: teaching and non teaching staff are on duty.
- 3.3 For pupils arriving by bus: At Lavagnini Campus, the bus stops within the school garden. At Matteotti and Lupi building, the bus stops in front of the building. Accompanying adult monitors guide students into their respective buildings.

### 4 Break Time Arrangements

- 4.1 During break time, the following arrangements are in place: The supervising teacher or on duty staff oversees students either in the classroom or in the playing areas. If the weather permits, they accompany them to the garden or courtyard.

### 5 Lunch Time Arrangements

- 5.1 During lunch, the following arrangements are in place: Teachers or on duty staff accompany students to the lunch area. Teachers supervise pupils and assist the auxiliary staff where needed.
- 5.2 After lunch, the following supervision arrangements are in place: teachers or on duty staff supervise all student in class or in the and playing arear indoor or outdoor.

### 6 End of School Day Arrangements

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- 6.1 Pupils are expected to exit the premises by 18:00. No pupils are allowed to stay in any area of the school site unless they are under the direct supervision of an authorized adult. Pupils can never be left unattended by their teachers or on duty staff.
- 6.2 For pupils traveling by bus, for extracurricular activities, there is an accompanying adult who either delivers the students directly to the extracurricular activity location (with prior authorization) or returns them to school before closing time, handing them over to the supervising staff in the common areas.

### **7 Non-Collection Arrangements at end of Formal School Day**

- 7.1 If a pupil has not been collected from school by 18:00, we will need to call the parents, wait for their arrival, and inform the Director or an SLT member in case of any issues.

### **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. Pupils can never be left unattended by their teachers or on duty staff.
- 8.2 No pupil should leave without the authorisation of the adult leading the activity. The Teacher or on duty staff member, authorise pupils under his supervision to leave the school with a parent or an adult authorised by the family. If there is any doubt on the identity/authorisation of the adult who collect the child, the teacher/or on duty staff is due to call the front desk to check the authorisation.

### **9 Sporting Fixtures**

- 9.1 PE staff supervise students when at fixtures.
- 9.2 Parents are always informed of the finish times.
- 9.3 No pupil should leave without the authorisation of the adult leading the activity.
- 9.4 The following procedure will be followed when a pupil is not collected: the front desk staff at the school site will call the parents, and at the same time advise the Director or an SLT member.

### **10 Travel to and from School on Buses**

- 10.1 The presence of a monitor/chaperone on board the school bus vehicle is mandatory. Pupils are expected to behave responsibly and to follow the driver's instructions. This includes always wearing a seat belt.
- 10.2 The Head of School or the Head of Primary or Middle School reserves the right to prohibit a specific pupil from travelling on school sponsored transport if their behaviour does not meet the required standard.

### **11 Leaving the Site during the School Day**

- 11.1 It is expected that all pupils will be on site for the entire day unless they have specific permission to leave, or they take part to an after-school activity.

### **12 Supervision Duties**

- 12.1 All members of the staff are expected to take their share of break and lunchtime supervisory duties. For more information on staff duties, please see the duty rota.

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12.2 All classes will be supervised by the relevant teacher.

### 13 Supervision during PE Lessons, including Changing Arrangements

13.1 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 supervision and the need for a pupil's privacy, with due regard for the Safeguarding and Child Protection Policy.

### 14 Medical Support

14.1 If a pupil feels unwell during the day, they should first contact their teacher who will seek assistance from a qualified First Aider (usually the front office secretary).

### 15 Supervision in Remote Locations

15.1 Some potentially dangerous areas of the school are out of bounds to unsupervised pupils. These include science laboratories and the grounds, maintenance, catering and caretaking areas of the school.

### 16 Lost or Missing Children

16.1 If a child is lost or missing while on the school premises, we will follow the following procedure: the front desk staff will immediately notify the Director or a member of the SLT (Senior Leadership Team), who will initiate search procedures with the ATA (Administrative and Cleaning Staff).

16.2 In the instance that a child is thought to be lost or missing while off-site, we will follow the following procedure: the accompanying teacher will immediately notify the Director or a member of the SLT (Senior Leadership Team), who will initiate search procedures with the support of the relevant authorities.

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|   |                                  |
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