



# Supervision Policy

## 2025 - 2026

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**Position:** Head of Provision

## 1) Scope

This policy applies to all employees, volunteers, visitors, and external providers on REACH Learning Provision premises. It also covers anyone assigned a supervisory role.

## 2) Publication

This policy is issued to all staff and made available to volunteers and visitors. It is also published on our website.

- Requests for a hard copy: [admin@reachlearningprovision.org](mailto:admin@reachlearningprovision.org) | (0115) 64162127.
- External visitors receive the policy in advance and must sign the Standard Operating Procedure (SOP) acknowledgement to confirm they have read and understood it.

## 3) Aim

To safeguard students and staff by ensuring:

- Proper and effective supervision of students while they are under the care of the Provision.
- Supervision that meets the standard of a reasonably prudent parent.
- Robust measures to prevent unauthorised access to students.

## 4) Definitions

- Employee: Anyone working under a contract of employment with REACH.
- Volunteer: Anyone giving their time without a contract; must follow all REACH policies.
- Visitor: Anyone on site who is not staff, a volunteer, or an external provider (e.g., parents, commissioning schools, contractors).
- External Provider: An individual/organisation delivering a session/service under contract but not employed by REACH.
- Supervisor: Any person designated by REACH to supervise students (e.g., senior staff, teachers, approved volunteers).
- Supervision: Effective arrangements for the care and management of students while in REACH's charge.
- Teacher: An employee whose principal function is teaching (includes supply teachers).

## 5) Responsibilities

### REACH Management

- Implement and communicate this policy and related procedures.
- Ensure suitable supervision arrangements at all times students are in our care.
- Ensure supervision is risk assessed in line with the Health & Safety Policy.
- Ensure everyone understands who is supervising and how to escalate concerns.

### Supervisors

- Know and follow this policy, the Staff Code of Conduct, the Safeguarding Policy, and visitor/contractor procedures.
- Maintain appropriate professional boundaries at all times.
- Take prompt action on any safeguarding or safety concern.

### Students

- Follow staff instructions, site rules, and behaviour expectations.
- Know who is supervising them, who to contact in an emergency, and what to do in an emergency (covered in induction).

## 6) Site Security

- Access to the building is controlled via intercom; entry is granted by authorised staff only.
- This helps prevent unauthorised access and unsupervised contact with students.
- All visitors must sign in, display a REACH visitor badge, comply with staff instructions, and be supervised at all times.

## 7) Supervision of Students

- On-site only: Students do not leave the premises during the day. In exceptional cases, a written request from a parent/carers may be considered by management.
- Timetables: Teaching timetables are issued each term.
- Lessons: Every lesson is supervised by the allocated teacher and, where applicable, a designated supervisor.
- Transitions, breaks, and lunch: Students are supervised by designated supervisors. Students must not leave site during breaks/lunch.
- Ratios: Supervision levels are set through risk assessment, considering activity, location, needs, and cohort dynamics.

## 8) Volunteers (Safer Practice)

- Volunteers require:
  - Enhanced DBS (barred list where engaging in regulated activity).
  - At least two references.
  - Completion of induction and safeguarding training proportionate to role.
- Regulated activity (KCSIE 2025): includes regularly teaching/training/instructing/supervising children, working regularly in a specified establishment with opportunity for contact, or providing intimate/personal care or healthcare (even once, if overnight).
- Induction: Minimum 2 weeks, up to 6 months; performance and suitability reviewed before confirmation/extension.
- Volunteers must sign the SOP acknowledgement and follow all REACH policies.
- Volunteers must not be left unsupervised with students unless all safer-recruitment checks are complete and the role explicitly requires it.

## 9) Visitors

- Sign in/out via GDPR-compliant system; wear a visible visitor badge.
- Are supervised at all times and must never be left alone with students.
- Follow staff instructions, site rules, and safeguarding guidance.

## 10) External Providers

- Treated as visitors for sign-in and supervision.
- Must provide, in advance, a brief written outline of session content/activities, staffing, and any risks/controls.
- Are not left alone with students; a REACH supervisor remains present throughout.
- Where external providers' staff will have unsupervised contact (rare), full safer-recruitment checks are required before attendance.

## 11) Risk Assessment

- Supervision arrangements (including group size, staff deployment, transitions, specialist activities, and emergency cover) are set and reviewed through ongoing risk assessment.
- Adjustments are made for SEND, medical needs, behaviour plans, and safeguarding considerations.

## 12) Escalation & Emergencies

- Students and staff know who the lead supervisor is at any time.
- In emergencies, follow the Emergency Procedures (fire, lockdown, medical) and notify senior staff immediately.
- Safeguarding concerns are reported to the DSL/Deputy DSL without delay, in line with the Safeguarding Policy.

## 13) Monitoring & Review

- Management reviews supervision arrangements at least annually, and after any incident/near miss.
- Feedback from staff, students, parents/carers, and commissioning schools informs continuous improvement.
- This policy is updated to reflect changes in KCSIE (2025), local guidance, and REACH procedures.

## Linked Policies & Documents

- Safeguarding & Child Protection Policy (incl. low-level concerns & LADO)
- Safer Recruitment Policy
- Staff Code of Conduct
- Health & Safety Policy
- Visitor & Contractor Procedures
- Lockdown, Fire/Evacuation, First Aid & Medical Needs Policies
- Induction Policy (Staff, Volunteers, Students)