



# **SUPERVISION POLICY**

**Date Produced:** August 2022

**Review Date:** September 2023

**Next Review Date:** September 2024

# Policy Statement

## 1. Scope

This policy applies to all employees and supervisors (defined below) at REACH Learning Provision.

## 2. Publication

This policy is provided to all employees (including volunteers and visitors) and is available on the Provisions website.

[www.reachlearningprovision.org](http://www.reachlearningprovision.org)

External visitors are provided with a copy before their planned visit along with an acknowledgement SOP (Standard Operations Procedure) form to sign to say that they have read and understand the policy.

Written copy request can be made via:-

Email : [admin@reachlearningprovision.org](mailto:admin@reachlearningprovision.org)

Tel: (0115) 9161454

## 3. Policy Aim

This policy aims to protect the health and safety and welfare of the students in the provision and staff members by:

- Ensuring the proper and effective supervision of students on the Provision premises
- Ensuring that the Provision meets its duty to supervise students to the required standard of a reasonably careful or prudent parent
- Ensuring that every precaution is taken to prevent unauthorised persons from having access to students

## 4. Definitions

- **Employee** – means anyone who works under a contract of employment at the Provision
- **Volunteer** – means anyone who volunteers their own time to help out at the Provision. A volunteer is not under a contract of employment but still has to adhere to all the provisions policies
- **Visitor(s)** – means anyone who is not a member of a staff, volunteer, or external provider. A visitor could be from a commissioning school, a parent, or a contractor.

- **External Provider** – means anyone who is not employed under contract with the provision and is not a volunteer. An external provider could be a speaker or an organisation/person who provides a service and or facilitates an activity under an external contract with the Provision.
- **Supervisor** – means any employee or any other person who has been assigned a designated supervisory role by the Provision. It can include but is not limited to: Senior Staff, Teachers, Volunteers. All supervisors will have to be assessed in accordance to REACH Learning Provisions safeguarding, policies and procedures. This is also in addition with the appropriate legislation and guidance applicable at the time.
- **Supervision** – means the effective arrangements for the management and care of students whilst in the provision.
- **Teacher** – means an employee of REACH Learning Provision whose principal function is teaching the students. This can also include supply teachers.

## 5. Responsibilities of REACH Learning Provision

Management is responsible for ensuring the health and safety and welfare of students on the premises along with staff, volunteers, and external providers. Management will be in charge of delegating responsibilities for the day-to-day management of supervision arrangements at the Provision.

Management is responsible for implementing the terms of this policy and for ensuring that:

- All employees, supervisors and students understand and adhere to the terms of this policy and to the Provisions Supervision arrangements generally
- There are suitable arrangements for the proper and effective supervision of students at all times whilst they are under the care of the Provision
- Supervision arrangements are risk assessed in accordance with the Provisions Health and Safety Policy.

**Supervisors** : All supervisors should be aware of and abide by the Provisions Supervision policy and procedures. They should also be aware of the rules concerning student contact as outlined in the Staff Code of Conduct Policy.

**Students** : all students must follow the instructions of the Supervision Policy at all times and adhere to Provision rules.

The Provision will ensure that the students are aware of the supervision requirements during their induction and, in particular, that students know:

- Who is responsible for their supervision
- Who to contact in an emergency
- What to do in an emergency

## 6. Security at the Provision

The Provision has a policy of restricting access to the premise in order to ensure the safety and security students, employees, volunteers, and other authorised visitors to the Provision.

Access is restricted via an intercom system. This means that the only way to enter the building is by management granting it. This system is a measure that will deter unauthorised public access to the premises and to ensure that unsupervised access to students is avoided.

## 7. Supervision arrangements for Students

During the provision day, students will not be allowed off-site. In exceptional circumstances, we may accept a written request from the student's parent(s) or guardians(s). Management will decide on this at the time.

During the Provision day:

- The teaching table is provided to teaching staff at the beginning of each term
- All lessons will be supervised by the relevant teacher, supported by a supervisor (as defined above)

Break times and lunchtime:

- Students will be supervised during break and lunch by supervisors (as defined above)
- Students will be advised that they are not permitted to leave the premises whilst on break or lunch

## 8. Supervision arrangements for Volunteers

All volunteers at REACH Learning Provision will need to have an Enhanced DBS check to ensure the safety of the students. We will request at least 2 references from a referee to assess whether the candidate is right for the role of a volunteer.

Having obtained a clear DBS check, the volunteer candidate will be able to engage in regulated activities in the Provision.

Keeping Children Safe in Education (2022) defines regulated activity as:

*In summary, a person will be engaging in regulated activity with children if, as a result of their work, they:*

- *will be responsible, on a regular basis in a school or college, for teaching, training instructing, caring for or supervising children*
- *will be working on a regular basis in a specified establishment, such as a school, or in connection with the purposes of the establishment, where the work gives opportunity for contact with children, or*
- *engage in intimate or personal care or healthcare or any overnight activity, even if this happens only once.*

Volunteers will be subject to an induction period of minimum 2 weeks – maximum 6 months. During this time, management will make an assessment as to whether the volunteer will have their position extended.

### **See the REACH Induction Policy for Staff, Volunteers and Students**

Volunteers will need to read through the Provisions policies and sign an SOP (Standard Operating Procedure) agreement to acknowledge that they are aware of the Provisions expectations and to ensure high levels of safeguarding are met at the Provision.

## **9. Supervision arrangements for Visitors**

A visitor, as defined in section 4, will upon arrival sign in using our GDPR compliant signing in/out book and be given a visitor sticker to identify them as an external individual.

All visitors will be supervised whilst in the building and will not, under any circumstances be left alone with students.

Once the visitor has conducted their visit, they will then be asked to sign out using the same GDPR signing in/out book.

## **10. Supervision arrangements for External Providers**

An external provider, as defined in section 4, will go through the same procedures as a visitor(s) with the added condition of being asked for a written breakdown of what they will be discussing with the students or what activities, if any, they will be engaging in with the students before they attend the Provision.

This is to ensure that the students will be adequately supervised whilst the external provider is present and that the students are kept safe at all times.

## **11. Monitoring and Review of the Supervision Policy**

This policy and related Provision procedures will be monitored annually by Provision Management and will consider any accidents or incidents that may have indicated problems with the supervision arrangements and any issues raised about supervision by individual members of staff, parent(s) or students.