

Policy document control box	
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Policy owner (including job title)	Rob Watson (Director of Education)
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## Purpose

This policy identifies our strategy for supervision of students during the course of their education at Red Balloon Norfolk.

## Scope

This policy applies to all Red Balloon colleagues, Trustees, Governors and volunteers working at Red Balloon Norfolk.

This policy is reviewed annually, and updated in the interim, as may be required, to ensure that it continually addresses the risks to which students are or may be exposed. The review and development of this policy will be informed by assessing the impact and effectiveness of the policy over the previous 12 months.

## Policy statement

Red Balloon Norfolk takes seriously its responsibility to ensure that students are supervised effectively to ensure their safety while on school premises or school visits. Staff who supervise are mindful of our Child Protection policy, our Anti-bullying policy and our health and safety requirements.

## Supervision during lesson times

We ensure that at least one member of staff directly supervises all students in lessons.

## Supervision outside lesson times

At certain times remote supervision may be appropriate if students are working independently and are not engaged in high risk activities or that require direct teacher supervision. Students are not normally under direct supervision before 8.30am or after 4pm unless they are engaged in an activity organised by a member of staff.

Teachers who are running extra-curricular activities know that they are responsible for the supervision of all students engaged in them until the point that all students have gone home.

## Areas always out of bounds

Some areas are out of bounds to unsupervised students. These include the science laboratory and the kitchen area.

## Supervision at break and lunch times

Staff undertake weekly daytime supervisory duty throughout the academic year. Staff are allocated, by means of a rota, to supervise each area of the building. The upper floors of the building are out of bounds to students at break and lunchtime unless a student is working directly with a member of staff at that time. Staff on supervisory duty are responsible for ensuring that students are behaving appropriately and that there is no unsafe activity occurring. We particularly encourage staff to be aware of students interacting in a way which could be considered bullying, or of lone students who seem distressed.

## Supervision of students on visits

The level of supervision must realistically reflect the purpose, location and nature of the visit, the age and maturity of the students and any special needs. Visits are therefore planned with sufficient adult supervision to reflect the potential risks and to allow for emergencies.

## Related legislation and documents

The following Red Balloon policies are directly relevant to this policy:

- Health and Safety Policy
- Behaviour for Learning Policy