

Policy document control box	
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Purpose

This policy identifies our strategy for supervision of students during the course of their education at Red Balloon of the Air (RBAir).

Scope

This policy applies to all RBAir colleagues, Trustees, Governors and volunteers working at Red Balloon of the Air. No person is allowed to engage in sole supervision of a student without an Enhanced DBS check, awareness of the individuals' risk assessment or the presence of a staff member who meets these criteria.

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 of the Air takes seriously its responsibility to ensure that students are supervised effectively to ensure their safety learning remotely, and while on school premises or school visits. Staff who supervise are mindful of our Safeguarding and Child Protection Policy, our Anti-bullying Policy and our Health and Safety requirements.

Supervision during session times

All students are risk-assessed during their admission and are deemed to be safe whilst learning at home in order to access our online provision (low risk and/or with suitable levels of adult supervision in the home). We hold emergency contact details of at least one person with parental responsibility and parents/carers are aware that they are responsible for the learner within their home setting.

Additionally, all staff are required to follow our safeguarding procedures, which make parents/carers aware of any unexpected absence or failure to respond within ten minutes of that absence or possible absence occurring.

We ensure that at least one member of staff (and usually two) directly supervises all students who are attending in-centre sessions.

Supervision outside session times

All students attending on site are supervised during break time, lunchtime and other transitional times between sessions by at least one member of staff or more as required, in line with student need, if they are of compulsory school age (up to the end of Year 11). Any student who is chronologically in Year 12 or above is allowed to leave the building independently during break times and lunchtimes, making sure they sign in and out to comply with safety regulations.

At certain times remote supervision may be appropriate if students are working independently and are not engaged in high-risk activities or activities that require direct teacher supervision. Students are not normally under direct supervision before 9.00am or after 4pm unless they are engaged in an extra-curricular 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 or logged off. RBAir has some 'student hot desks' available in centres for students who are accessing both online learning and in-centre sessions, and these are booked by the In Centre student Co-ordinator to facilitate learning whenever time constraints make it sensible to provide online learning in a centre. All hot desks are centrally booked and students using these are supervised both online by their teacher (remotely) and a member of staff in the centre. No student is allowed to use any room without the presence of a member of staff.

Areas always out of bounds

Some areas are out of bounds to unsupervised students. These include the staff-only workspaces, IT areas, unsupervised meeting rooms and all storage areas.

Supervision at break and lunch times

Parents are responsible for students who are working from the home.

At our sites, in-centre staff undertake supervisory duty throughout the academic year. Staff on supervisory duty are responsible for ensuring that students are behaving appropriately, for facilitating social interactions, and for ensuring that there is no unsafe activity occurring. We encourage staff to be particularly aware of students interacting in a way which could be considered bullying, or of lone students who seem distressed, and to intervene appropriately.

For safety, no unsupervised access is allowed in Willow Lodge to the garden, garage or workshop areas, or those in which there are any kinds of repair or building works underway.

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 risk-assessed and planned with sufficient adult supervision, including first aiders, to mitigate 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
- Safeguarding and Child Protection Policy
- Safe Recruitment Policy

- [Statutory Guidance: Regulated Activity \(children\) 2013](#)