



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 RBET-Aylesbury.

## **Scope**

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

The 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**

RBET-Aylesbury takes seriously its responsibility to ensure that students are supervised effectively in order that they keep safe while at the Centre or on school visits. Staff who supervise are mindful of our Child Protection policy, our Anti-bullying policy and our health and safety requirements.

## **Supervision during timetabled sessions**

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

## **Supervision outside timetabled sessions**

At certain times remote supervision may be appropriate if students are working independently and are not engaged in activities that are high-risk 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 those activities until all students have gone home.

## **Areas always out of bounds to unsupervised students**

The areas out of bounds to unsupervised students include the office, 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 each area of the building. The upper floors of the building are out of bounds to students at break and lunchtime unless they are 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 no unsafe activity occurs. 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 Red Balloon policies directly relevant to this policy are:

- Health and Safety Policy
- Behaviour for Learning Policy