

Policy document control box

Policy title	Supervision Policy
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RB Cambridge approving body	RB Cambridge trustees
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Purpose

This policy identifies our strategy for supervision of students at Red Balloon Cambridge.

Scope

This policy applies to all Red Balloon colleagues, trustees, and volunteers working at Red Balloon Cambridge.

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 Cambridge takes seriously its responsibility to ensure that students are supervised effectively to minimise any threat to their safety while on school premises or school visits. Staff who supervise are required to read and implement the requirements of our child protection, anti-bullying and health and safety policies.

Supervision during lesson times

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

Supervision outside lesson times

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 run extra-curricular activities know that they are responsible for the supervision of all students engaged in them until the point that each student has gone home.

Supervision at break and lunch times

Staff undertake weekly daytime supervisory duty throughout the academic year. Staff supervise each area of the building. 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 appear 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 of students. Visits are therefore planned with sufficient adult supervision to reflect the potential risks and to allow for emergencies. Risk assessments are always carried out.

Related legislation and documents

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

- Health and Safety Policy
- Behaviour for Learning Policy
- Keeping Children Safe in Education (2024)
- Anti-Bullying
- Health and Safety
- Risk Assessment