

Policy document control box	
Policy title	<b>Supervision Policy</b>
Policy owner (including job title)	Jessica Lechner (Centre Coordinator)
RB Cambridge approving body	RB Cambridge trustees
Policy written/updated	September 2025
Date of next review	October 2026

Policy contents:
<ul style="list-style-type: none"> <li>• Purpose</li> <li>• Scope</li> <li>• Policy statement</li> <li>• Supervision during lesson times</li> <li>• Supervision outside lesson times</li> <li>• Areas always out of bounds</li> <li>• Supervision at break and lunch times</li> <li>• Supervision of students on visits</li> <li>• Related legislation and documents</li> </ul>

## **Purpose**

This policy identifies the 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 (Sept 2025)
- Anti-Bullying
- Health and Safety
- Risk Assessment