

Supervision of Learners Policy

Policy Statement

The safety, welfare, and well-being of all learners at Next Steps Ed are of paramount importance. This policy outlines our approach to ensuring appropriate supervision of learners during all activities, both on and off-site. It aims to create a secure environment where learners can thrive academically, socially, and emotionally.

Aims of the Policy

- To provide clear guidelines for staff on the supervision of learners in various settings.
- To ensure learners are safeguarded at all times during their educational experience.
- To maintain high standards of care and minimize risks associated with inadequate supervision.

Scope

This policy applies to all staff, volunteers, and external providers working with learners at the provision. It covers:

- Supervision during lessons, breaks, transitions, and extracurricular activities.
- Supervision during off-site visits and activities.
- The management of challenging behaviour and vulnerable learners.

General Principles of Supervision

Ratios

Staff-to-learner ratios will be appropriate for the activity and group composition, adhering to legal requirements and best practices.

-On-Site Activities: Generally, a ratio of 1:8 for small group activities, with adjustments based on learner needs. However our class sizes will be no more than 6 people at one time.

-Off-Site Activities: Higher staff ratios may apply, particularly for high-risk activities (e.g., 1:5 for outdoor excursions). This is subject to permission from the commissioner.

Staff Responsibilities

- Ensure learners are aware of boundaries, rules, and expected behavior.
- Actively engage with learners and monitor their well-being.
- Identify and manage risks promptly, escalating concerns where necessary.

Risk Management

- Dynamic risk assessments will be conducted regularly to identify supervision needs.
- Additional staff support will be provided for learners with specific vulnerabilities or behavioural challenges.

Supervision During Different Settings

In-Class Supervision

- Teachers and support staff will maintain an active presence during lessons to ensure learner engagement and safety.
- Seating plans may be used to manage group dynamics effectively.
- Clear routines and consistent expectations will support a structured learning environment.

Breaks and Transitions

- Learners will be supervised during all break times to prevent accidents, bullying, or other safeguarding risks.
- Designated staff will patrol communal areas, including playgrounds, hallways, and restrooms.
- Transition times (e.g., between classes or activities) will be carefully monitored to ensure safe movement.

Off-Site Visits

- Detailed risk assessments will be conducted for all off-site visits, including transport arrangements and emergency procedures.
- Group leaders will maintain an accurate register of learners and ensure clear communication channels.
- Learners will be briefed on behavioral expectations and safety measures before any excursion.

Extracurricular Activities

- All after-school or enrichment activities will have designated supervisors who are trained to manage the group effectively.
- Attendance registers will be maintained, and parents/carers will be informed of drop-off and pick-up procedures.

Supervision of Vulnerable Learners

Learners with SEND

- Individual supervision plans will be created for learners with additional needs, ensuring they have adequate support without compromising their independence.

- Staff will collaborate with the SEND coordinator to implement strategies for safe and inclusive supervision.

Learners with Challenging Behaviour

- Staff will receive training in de-escalation and positive behavior management.
- A designated "safe space" will be available for learners requiring time to self-regulate.

Remote Supervision

For learners participating in remote learning, staff will ensure:

- Online sessions are supervised appropriately, with clear guidelines on behavior and participation.
- Safeguarding protocols are adhered to, including the use of secure platforms and maintaining professional boundaries.

Procedures for Managing Absences

- Attendance will be taken promptly at the start of each session.
- Any unexplained absence will be reported to the designated attendance officer, who will contact parents/carers immediately.
- Persistent absences will trigger intervention procedures, including support meetings with the family.

Staff Training

All staff responsible for learner supervision will receive regular training, including:

- Safeguarding and child protection.
- First aid and emergency response.
- Behavior management and de-escalation techniques.
- Risk assessment procedures for on-site and off-site activities.

Monitoring and Review

This policy will be reviewed annually to ensure it remains effective and aligned with statutory guidance and the needs of the provision. Feedback from staff, learners, and parents will contribute to updates.

Policy Review Date: 10th December 2025

Policy Approved By: Mica Smith - Director