

SUPERVISION OF LEARNERS POLICY

FOREWORD

S L Drama Academy CIC is a site for KS1 & KS2 Alternative Provision. They are referred to as S L Drama Academy CIC for the benefit of students and this document.

01 AIMS

This policy aims to ensure we a complaint in our duty of care in supervising students.

In line with this policy, we will ensure:

- Appropriate arrangements are in place for student supervision before, during and after AP hours
- AP staff members are aware of their specific responsibilities relating to student supervision
- Parents/carers are responsible for the care and supervision of students travelling to and from the AP

02 ROLES AND RESPONSIBILITIES

02.1 HEAD OF PROVISION

The Head of Provision will:

- Arrange for appropriate student supervision by ensuring staff and volunteers are suitable to undertake the tasks needed to keep children safe
- Ensure staff are aware of their responsibilities to supervise students during AP times as well as before and after AP time
- Carry out risk assessments of students and activities to determine the supervision requirements including numbers of staff and the skills and experience they should have
- Consider reasonably foreseeable risks of injury including hazards that:
 - Are known
 - Could have been foreseen and prevented

- Ensure appropriate AP supervision is provided for a minimum of 10-minutes before and after AP times
- Inform parents/carers regularly about supervision available before and after AP time
- Ensure sufficient facilitators are available to supervise students and keep them safe

All students will have a safety plan which includes the protocol to follow if a student chooses to leave site / off-site activity. This plan is agreed with home and commissioner before any placement begins. See the 'Off-Site Visits Policy' for further information.

02.2 STAFF / FACILITATORS

AP staff and facilitators will:

- Familiarise themselves with the policy as well as other policies including the Child Protection and Safeguarding Policies
- Ensure appropriate supervision of students during the AP day, including the agreed time before and after AP time
- Never leave an area unsupervised
- Never send a student off-site on a personal errand on behalf of any member of staff
- Alter a senior leader should any situation become a cause for concern

As far as possible, we ensure that at least two adults are present when working with or supervising students. At least one of these adults is trained in first aid. Only people aged 18 or over are included as adults when calculating adult to child ratios. Additionally, volunteers and guest speakers are never included as adults when calculating adult to child ratios.

In general, it is best practice for staff to never be alone with a student but there may be occasions when staff need to work with a student one-to-one (e.g., during mentoring or 1:1 sessions).

- Work in a room that has windows and ensures curtains/blinds are open so other people can see in
- Leave the door to the room open
- Maintain a professional relationship (for example, by working at a desk and dressing appropriately for work)

02.3 PARENTS/CARERS

Parents/carers are responsible for the care and supervision of their children outside the times of the AP supervision before and after AP times, including to and from the AP.

Parents/carers can also support the AP to promote student safety by sharing information about:

- Whether their child is old and experienced enough to use public transport
- How they can help educate their child in traffic safety
- Whether their child will need to cross busy roads to walk or catch transport

Parents/carers should always let us know when their child's usual travel arrangements are to change, even temporarily.

02.4 STUDENTS

Students are not allowed off site unaccompanied, during AP hours, unless there is clear evidence of a request from a parent/carer or guardian. Any letter making such a request should be kept for a half term.

Students will contribute to their safety plan to agree to a protocol for communicating to AP staff when they wish to leave the site, or off-site activity, unaccompanied. Students can request a review of this plan at any time.

03 SUPERVISION IN AND AROUND THE AP PREMISES

Staff supervise students at break and lunch. A senior leader must stand outside of the AP each day supervising students coming in to and leaving the premises each day.

04 SUPERVISION DURING OFF-SITE ACTIVITIES

There are occasions when students are taken off-site, with agreement from families, commissioners, and the Head of Provision, to take part in educational visits. Groups of students off-site are supervised by members of AP staff, at least one of the staff members has first aid training.

See our 'Off-Site Visits Policy' for further information.

05 LINKS TO OTHER POLICIES

This policy should be used in conjunction with the following policies:

- Safeguarding Policy
- Behaviour Policy
- Anti-Bullying Policy
- Off-Site Visits Policy (which includes protocol in the event of a student who chooses to leave the AP / off-site activity).

Staff should also familiarise themselves with each student's individual learning plans and safety plan.

REVIEW

S L Drama Academy CIC keep this policy under regular review:

Review of this Policy	October 2025
Next Review Date	October 2026
Reviewed By	Anna Malik
Position/Role	Director, S L Drama Academy CIC