



# HOLTON SLEAFORD

## — INDEPENDENT SCHOOL —

### Supervision Policy

The purpose of this policy is to illustrate how, why and to what extent pupils at Holton Sleaford Independent School (HSIS) will be subject to staff supervision.

#### Taxi Times

Pupils will be guided to and from the taxi drop off points and through the building at the beginning and end of the day.

A minimum of 3 members of staff are required to safely undertake taxi times:

- 1 member of staff supervising handover of pupils to/from taxis, including obtaining the signatures of the taxi drivers.
- At least 1 member of staff supervising the pupils through the entrance into the school building, including wandering and collecting mobile phones.
- At least 1 member of staff supervising pupils inside Westgate House, Ensign House or The Old Mart based in the entrance areas.
- Pupils will then be directed to either the breakfast area or tutor rooms.

#### Tutor Time

All staff are on duty during Tutor Time, if they have not been designated with a form group, they will be on sweep and be present around the school building.

#### Lunchtime

All staff are on duty during Lunchtime, they will be assigned a duty and placed on the daily timetable. Staff are to be present to help support pupils at lunch and be extra vigilant as it is at times can be an unstructured time.

#### Classroom Sessions

Classroom-based sessions will involve 2 staff supervising a maximum of 10 pupils, this is to ensure that pupils receive the educational support that they need.

### **Off-site Sessions**

In offsite sessions HSIS employs a minimum ratio of 1:3.5 staff to pupils, this is to ensure that pupils are supported in often unfamiliar or different environments and to safeguard both staff and pupils.

### **Transport**

Minibus transport will follow the same established minimum ratios of 1:3.5 staff to pupils - At least 2 staff will be involved in transporting pupils. Staff members own vehicles may also be used but only with their agreement or SLT and that they have the correct insurance.

### **Adventurous Activities**

In Adventurous Activities sessions HSIS employs a minimum ratio of 1:3.5 staff to pupils, this is to ensure that pupils are supported in often unfamiliar and challenging environments.

### **Day Walks**

As part of pupils' Outdoor Education programme there will be occasions where pupils will not be under direct staff supervision - due to need to complete significant independent tasks. Staff will be present within the area, scheduled to meet pupils at given checkpoints and available to contact in emergencies.

### **Expeditions**

A minimum of 4 staff will attend Expeditions, mainly to ensure that minimum staff ratios of 1:3.5 pupils will be maintained to ensure that pupils are supported in this challenging enterprise. As part of pupils' expedition requirements there will be times where pupils will not be under direct staff supervision - due to need to complete significant independent tasks. Staff will be present within the area, scheduled to meet pupils at given checkpoints and available to contact in emergencies. Staff will also be present at the designated campsite and/or finish point at least an hour prior to pupils' expected arrival.

### **Residential Visits**

All staff and all pupils will attend Residential Visits, where pupils separate into a variety of activities minimum staff ratios of 1:3.5 pupils will be maintained to ensure that pupils are supported in often unfamiliar and challenging environments. Centre staff can be included in ratios for specific activities, this is especially pertinent for watersports.

### **Work Experience**

As part of HSIS' KS5 Work Experience programme pupils will not be under direct staff supervision - they will be supervised by staff at the business responsible for their work experience placement. Staff will contact the work experience placement regularly and are available to contact in emergencies.

All ratios and supervision strategies are subject to change at the discretion of the Senior Leadership Team, who will undertake a dynamic risk assessment before implementing any change to existing ratios. Apprentices will not be included in supervision ratios until the majority of their training has been completed.

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