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**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. This is because of the potential presence of other road users and members of the public, together with the need to formalise arrival and departure.

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

* 1 member of staff supervising the exit/entry to taxis and into the building
* 1 member of staff supervising the pupils through the stair well into HSIS
* 1 member of staff supervising pupils inside HSIS, based in the Common Room

**Tutor Time**

All staff are on duty during Tutor Time, they will generally be based in the Lounge and Common Room, dependent on the activity being undertaken.

**Lunchtime**

All staff are on duty during Lunchtime, they will generally be based in the Lounge and Common Room, dependent on pupil behaviour at KS4 pupils will be given the opportunity to have a breaktime at the Boston Road Recreation Ground (The Rec). Staff will supervise walking to and from The Rec adhering to HSIS standard minimum staff ratios 1:3 pupils.

**Classroom Sessions**

KS4 classroom-based sessions will involve 3 staff supervising a maximum of 10 pupils, this is to ensure that pupils receive the educational support that they need. For KS5 on-site sessions, 2 staff will supervise a maximum of 6 pupils.

**Off-site Sessions**

In offsite sessions HSIS employs a minimum ratio of 1:3 staff to pupils, this is to ensure that pupils are supported in often unfamiliar or different environments and to safeguard both staff and pupils. In practice this means that when offsite KS4 will have 4 staff supervising a maximum of 10 pupils. KS5 will be able to retain the 2 staff to 6 pupils’ model.

**Transport**

Minibus transport will follow the same established minimum ratios of 1:3 staff to pupils – if at all possible at least 2 staff will be involved in transporting pupils. Staff members own vehicles may also be used but only with their agreement and only with a number of pupils with which they are comfortable.

**Adventurous Activities**

In Adventurous Activities sessions HSIS employs a minimum ratio of 1:3 staff to pupils, this is to ensure that pupils are supported in often unfamiliar and challenging environments. In practice this means that when offsite KS4 will have 4 staff supervising a maximum of 10 pupils. KS5 will be able to retain the 2 staff to 6 pupils’ model.

**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 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 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 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 be present within the area, will visit pupils in their work experience placement at least once a fortnight 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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| **Written by…** | **Mike Whatton** | **3/11/21** |
| **Approved by…** | **Dan Laughton** | **3/11/21** |
| **Signed…** |  | |
| **Date sent to Governors** |  | **Due for Review** |
| **Date approved by Governors** |  | **1/11/22** |