

Supervision Policy.VI.5

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Introduction

Clover Learning Community has a duty of care to provide its students with a safe and secure environment. We must be realistic in clearly setting out the level of provision it can and should provide. Our role while the students are in our care should be of a consistently high standard as per our commissioners' expectations of our service (student and staffing ratio needs will be discussed during the referral process). Some activities throughout the day e.g. moving from the learning space to the toilet, visits to the stationary cupboard etc. provide times where direct adult supervision is either inappropriate or impractical. However, at Clover Learning Community there are clear guidelines regarding behaviour for students throughout their learning day.

This policy sets out clear guidelines for appropriate levels of supervision throughout the entire day at Clover Learning Community

Beginning of the day

A member of staff on duty will supervise the outdoor area and gate access from 8.50-9am onwards. This will ensure students enter the premises from their transport safely.

Students will be expected to follow the rules for behaviour before their learning day set out in the Behaviour Policy.

At Clover Learning Community, we encourage students to arrive at 8.50am, 10 minutes before tutor time. Students are encouraged to use the outdoor area, however, should they wish to enter the building, there will be members of staff to supervise the students available at all times (1 staff member:5 students).

During the day

The learning mentor has responsibility for a child's well-being throughout the learning day. Except in unforeseen or exceptional circumstances the learning mentor should not abdicate this responsibility on to less senior members of staff. The ratio of staff to students in learning sessions will be 1 staff member:4 students.

Breaktime/lunchtime

At each break time there is one member of staff for every five students on the duty rota for each playground. At any one time there will be a minimum of one staff member on duty and where available a second staff member will offer additional supervisory cover.

During breaktimes, students are allowed to use the outdoor space and indoor seating areas.

At break time no students should be left in the learning areas or social areas without coming under the supervision of a member of staff. If a student chooses to complete their work during breaktime a member of staff will be available to supervise them in line with the staff ratio of 1:5.

There will always be one first aider available throughout these times.

Students are not permitted to leave the premises at break or lunchtime within consent from parents / carers.

During rainy periods, students will be encouraged to remain inside the building.

After the learning day

Staff will ensure students are safely seen to their transport (1 staff member:5 students).

In line with the principles of staff duties, staff are statutorily obliged to take the necessary time at the end of the day to ensure the children leave the premises safely.

Parents (even if its arranged transport) should make provision for their child to be picked up on time each day. Where parents are unexpectedly detained children should make their way to the flexible-learning space to be picked up from within the safety of the provision building. In such instances a member of staff will seek to remain with the student wherever circumstances allow.

However, at Clover Learning Community parents should be aware that persistent lateness is considered to be wilful, will be deemed to be a neglect of care. Clover Learning Community cannot offer after hours supervision as staff have meetings to attend and learning preparation to carry out. Clover Learning Community will engage parents and may in certain cases inform outside agencies where they feel this to be a cause of gross neglect.

Students with an EHCP

Students with an EHCP will receive supervision levels in line with the needs highlighted in their EHC plan.

Concerns with regard to supervision

Clover Learning Community are wholly interested in any concerns with regard to supervision as soon as possible so the issue can be explored and solutions sought if they are deemed necessary.

Should concerns involve a specific class, parents should engage the staff member in charge and may wish at this point to advise the leaders of the provision.

If the concerns relate to supervision in general throughout the provision, parents should raise the matter with the leaders of the provision. Should this prove unsatisfactory they should involve the commissioner by making their concerns felt to them.

Clover Learning Community is charged with providing supervision that it and its commissioner deems appropriate. In that sense there is a subjective element to any level of supervision provided, and it is therefore incumbent upon any complainant to demonstrate quite clearly that the supervision is quantifiably deficient rather than simply inadequate in their own opinion.