

Supervision of Pupils Policy

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Version History

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Contents Page

1. Purpose.....	2
2. Scope.....	3
3. Policy statement	3
4. Supervision during session times.....	4
5. Supervision outside session times.....	4
6. Areas always out of bounds.....	5
7. Supervision at break and lunchtimes	5
8. Supervision of learners on visits	5

1. Purpose

Red Balloon of the Air (RBAir) is an alternative education provider, offering a hybrid of online and face-to-face support to learners. This policy should be read in conjunction with RBAir's Safeguarding and Child Protection Policy and RBET's Online Safety Policy, which can be found on our website (www.rbair.org.uk/policies).

This policy identifies our strategy for the supervision of learners during their education at RBAir.

2. Scope

This policy applies to all RBAir colleagues, trustees and volunteers working at RBAir. No person may have unsupervised contact with a learner unless they have undergone the appropriate safeguarding and safer recruitment checks for their role, including an Enhanced DBS check where required by the Safer Recruitment Policy. Where an individual has not completed the required checks, they must be appropriately supervised by a member of staff who has completed the required checks and who is aware of the learner's risk management plan, where relevant.

This policy is reviewed annually, and updated in the interim, as may be required, to ensure that it continually addresses the risks to which learners are or may be exposed. The review and development of this policy will be informed by assessing the impact and effectiveness of the policy over the previous 12 months.

3. Policy statement

RBAir takes seriously its responsibility to ensure that learners are supervised effectively to ensure their safety while learning remotely, and while on Centre premises or on external trips and visits. Staff who supervise are mindful of our Safeguarding and Child Protection Policy, the RBET Anti-Bullying Policy and our health and safety requirements. RBAir is a provision that caters for a wide chronological age range, 11 – 19 years; therefore, placing learners in groups that cross over the 16+ and 18+ thresholds are carefully planned to

ensure that all learners are supervised appropriately in a mixed-age range session. Information about the delivery of age-appropriate content is included within planning documentation and there are specific modules that can only be accessed by learners who are in year 12 and above.

4. Supervision during session times

All learners are risk-assessed during their admission and are deemed to be safe whilst learning at home in order to access our online provision (low risk and/or with suitable levels of adult supervision in the home). This risk assessment will be reviewed where circumstances or identified risks change. We hold two emergency contact details for each learner, one of whom has parental responsibility. Parents/carers are aware that they remain responsible for the learner within their home setting.

Additionally, all staff are required to follow our safeguarding procedures, which include contacting parents/carers if a learner has not attended their scheduled session within ten minutes of the session starting.

We ensure that at least one member of staff (and usually two) directly supervises all learners who are attending in-Centre sessions.

5. Supervision outside session times

All learners attending on site are supervised during break time, lunchtime and other transitional times between sessions by at least one member of staff or more as required, in line with learner need, if they are of compulsory school age (up to the end of Year 11). Any learner who is chronologically in Year 12 or above is allowed to leave the building independently during break times and lunchtimes, subject to their individual risk assessment and ability to keep themselves safe, making sure they sign in and out to comply with safety regulations.

At certain times remote supervision may be appropriate if learners are working independently and are not engaged in high-risk activities or activities that require direct teacher supervision. This will be determined according to the learner's needs and any relevant risk assessment. Learners are not normally under direct supervision before 9am or

after 4pm unless they are engaged in an extra-curricular activity organised by a member of staff.

Teachers who are running extra-curricular activities know that they are responsible for the supervision of all learners engaged with them until the point that all learners have gone home or logged off. RBAir has some 'learner hot desks' available in Centre for learners who are accessing both online learning and in-Centre sessions, and these are booked by the administration team to facilitate learning whenever time constraints make it sensible to provide online learning in Centre. All hot desks are centrally booked and learners using these are supervised both online by their teacher (remotely) and a member of staff in the Centre. No learner is allowed to use any room without the presence of a member of staff.

6. Areas always out of bounds

Some areas are out of bounds to unsupervised learners. These include the staff-only workspaces, IT areas, unsupervised meeting rooms and all storage areas.

7. Supervision at break and lunchtimes

Parents/carers are responsible for learners who are working from the home.

In-Centre staff undertake supervisory duty throughout the academic year. Staff on supervisory duty are responsible for ensuring that learners are behaving appropriately, for facilitating social interactions, and for ensuring that there is no unsafe activity occurring. We encourage staff to be particularly aware of learners interacting in a way which could be considered bullying, or of lone learners who seem distressed, and to intervene appropriately.

For safety, no unsupervised access is allowed in the Centre to the garden, garage or workshop areas, or those in which there are any kinds of repair or building works underway.

8. Supervision of learners on visits

The level of supervision must realistically reflect the purpose, location and nature of the visit, the age and maturity of the learners, and any special needs. Visits are risk-assessed and planned with sufficient adult supervision, including first aiders, to mitigate the potential risks and to allow for emergencies. Where relevant, the individual needs and risk assessments of learners will also be taken into account when determining the level of supervision required.