



ABLE Education Policy Document

SUPERVISION POLICY

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1. Introduction

ABLE Education is committed to ensuring the safety, welfare, and well-being of all learners, staff, volunteers, and visitors within our provision. Effective supervision is essential to maintaining a secure learning environment and fostering a culture of responsibility and care.

2. Purpose

The purpose of this policy is to:

- Define clear supervision procedures for learners, volunteers, and site visitors.
- Ensure compliance with safeguarding and health and safety regulations.
- Promote a safe and structured learning environment.

3. Scope

This policy applies to all staff, learners, volunteers, site visitors, and external partners involved with ABLE Education. It covers all activities and premises under our responsibility.

4. Supervision of learners

- Learners must be supervised at all times, including break times and off-site activities.
- Students will be informed that they cannot leave the premises during break or lunch periods.
- Staff must maintain appropriate staff-to-learner ratios as per statutory guidance.
- Any concerns about a learner's safety or well-being must be reported to the Designated Safeguarding Lead (DSL).

5. Supervision of volunteers

- Volunteers must undergo necessary background checks, including DBS clearance, before engagement.
- Volunteers must be supervised by a designated member of staff at all times.
- Volunteers are not permitted to be alone with learners unless explicitly authorised.
- Clear guidance and training will be provided to volunteers regarding their roles and responsibilities.

6. Supervision of site visitors (where applicable)

- All visitors must sign in at reception and wear a visitor badge while on-site.
- Visitors must be accompanied by a staff member unless explicitly authorised.
- Contractors or external agencies must adhere to site safety and safeguarding procedures.

- Any unauthorised or suspicious individuals must be reported immediately to the Senior Leadership Team or security personnel.

7. Responsibilities

- **Senior Leadership Team:** Ensure supervision policies are implemented effectively and reviewed regularly.
- **Staff Members:** Maintain appropriate supervision levels and report concerns.
- **Volunteers and Visitors:** Comply with supervision guidelines and safeguarding procedures.
- **Learners:** Follow supervision rules and report any safety concerns.