



# Rainbow Horses

Learning Centre CIC

## **Learner Supervision Policy**

### **Introduction**

Rainbow Horses Learning Centre CIC has a responsibility to safeguard all children and young people in their care. Being aware of where learners' are and providing appropriate supervision for the individual learner is essential to ensure effective safeguarding.

This policy is in accordance with The Independent School Standards Guidance for Independent Schools April 2019, Part 3, 4.24 Welfare, Health and Safety of Pupils.

### **Staff Responsible**

All staff

### **Aims**

This policy aims to give clear understanding of how learners are supervised at Rainbow Horses. Rainbow Horses staff will ensure that all learners are appropriately supervised and takes its responsibility for learners seriously.

### **Supervision Arrangements**

Learners are each greeted at the gate at the beginning of their session. They are let in by staff members. If learners arrived before 10am taxi drivers, escorts, or their parent/guardian must wait for staff members to arrive and have prior instructions not to leave the learner until a staff member has collected them. Staff members are allocated to learners prior to their arrival each day so that it is clear which staff member is responsible for which learner.

Staff members remain with learners throughout the day, typically in a 1:1 ratio, unless a learner risk assessment requires that they have higher levels of supervision in which case the appropriate ratio is provided. Staff members may leave learners briefly for appropriate tasks, such as getting the learner a drink, or if the learner is assessed as being able to go and collect something for themselves as a way to promote their independence. In these instances the staff members are still responsible for ensuring that the learner is in a safe situation to be left and that supervision resumes as soon as possible. Whether

learners can be left and in what circumstances is assessed case by case, supported by staff members building strong relationships and understanding of the learner they are working with.

In addition, there are always several staff members on site when learners are in attendance, ensuring there is good general supervision across the site at all times of the day.

### **Learner Risk Assessments**

When learners are referred we request copies of any risk assessments the referrer has for the learner. This informs the support we give them and whether we need to write an individualised risk assessment for them at Rainbow Horses. Risk assessments are then completed by staff as required for the individual learner, stored on CPOMS, and updated as required. We record all risky behaviour on CPOMS which also allows us to reassess the need for individual learner risk assessments if necessary.

### **Registration**

Registration is taken daily. Staff contact the relevant parent/guardian/professional for any learners who do not arrive within 10 minutes of their session start time and without any communication with staff as to why. As individual staff members are assigned to greet each learner, it is the responsibility of the assigned staff member for each learner to ensure the learner's whereabouts are appropriately established if they do not arrive for a session.

### **Trips and Visits**

Learners are always supervised appropriately in any off site visits as outlined in our Travel and Supervision Policy.

### **Supervision To and From Rainbow Horses**

Parents/Guardians and/or the relevant local authority are responsible for ensuring the appropriate supervision of learners to and from Rainbow Horses. All transport is arranged by Parents/Guardians and/or the relevant local authority. Rainbow Horses will ensure they are aware of the typical transport in which learners arrive and depart and raise any concerns which may arise from changes which had not previously been agreed.

### **Risky Spaces**

Learners are not allowed to enter any areas which pose particular risks without supervision. This includes the paddock areas where the equines live and the extra things stable which is kept shut to keep tools and equipment safe. Learners are allowed to come in and use equipment only with direct supervision. All sharps are kept in a combination

locked safe.

### **Staff Induction**

All staff are made aware of supervision procedures.

Signed:

A handwritten signature in black ink that reads "S. Coorbes". The signature is written in a cursive, slightly slanted style.

Reviewed on: 13<sup>th</sup> July 2022

Next review due: July 2023