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Signed -

Supervision Policy

Building SEND Castles Ltd

1. Policy Statement

Building SEND Castles Ltd is committed to ensuring the highest standards of supervision for all children in our care. We recognise that effective supervision is essential for the safety, wellbeing, and development of children, particularly those with Special Educational Needs (SEN) and trauma backgrounds. This policy outlines our expectations and practices regarding child supervision and staff professional supervision.

This policy should be read alongside our **Safeguarding Policy** and **Positive Handling Policy** to ensure consistent child protection practice.

2. Aims

- To ensure the safety and welfare of all children at all times.
- To maintain clear supervision ratios that meet the needs of SEN children.
- To promote a reflective practice culture through professional supervision.
- To comply with relevant statutory guidance and Suffolk County Council expectations.

3. Child Supervision

3.1 Staff-to-Child Ratios

- At least 1:2 ratio of staff to children is maintained at all times.
- Children are never left unattended or unsupervised in any part of the setting.
- Enhanced supervision is provided for children with mobility, behavioural, or sensory needs.

3.2 Transitions and Movement

- Transitions between rooms or to outdoor areas are always supervised.
- Children are escorted by two adults during movement within the premises.
- Dynamic risk assessments are carried out for transitions and off-site activities to ensure safety.

3.3 Toileting and Intimate Care

- All toileting is conducted in line with our **Intimate Care Policy**.
- Two adults are present for supervision, one of whom may support while the other remains a witness.

3.4 Outdoor Play

- The outdoor space is enclosed and regularly risk assessed.
- A 1:2 supervision ratio is maintained outdoors.
- Dynamic risk assessments are completed prior to outdoor activities, including visits to the park or nature reserve.

3.5 Arrival and Departure

- Children are signed in and out by a designated staff member.
- A parent or carer must hand over and collect children; identification checks are carried out if needed.

4. Staff Supervision and Support

4.1 Induction and Ongoing Monitoring

- All staff undergo a comprehensive induction, which includes supervision expectations.
- New staff are observed and supported during their probation period.

4.2 Professional Supervision Sessions

- Staff receive regular 1:1 supervision sessions (at least termly) with a senior member of staff.
- Sessions include:
 - Safeguarding reflection
 - Review of practice and concerns
 - Support for wellbeing
 - Development planning
- Supervision is recorded confidentially and signed by both parties. Records are stored securely in line with GDPR and safeguarding requirements.

4.3 Safeguarding Oversight

- The Designated Safeguarding Lead (DSL) or CEO is available at all times for support and escalation of concerns.
- Supervision discussions are an opportunity to identify and address safeguarding issues early.

5. Training and Development

All staff are trained in:

- Effective supervision techniques
- Risk awareness and dynamic risk assessment
- Trauma-informed approaches
- Behaviour Safe practice

6. Policy Review

- This policy will be reviewed annually or sooner if there are changes to legislation, guidance, or following any incidents related to supervision.