**Supervision of young people policy**

This policy documents the supervision of learners at Glow Education Project, which must be followed by all staff.

Glow Education Project provides alternative education to young people at risk or excluded from mainstream provision such as schools, colleges and young people in NEET. This document is written in accordance with the Nottingham Safeguarding Children Board Policy and Working Together to Safeguard Children 2018.

**Policy outline**

* Young people will **not** be allowed off premises once registered, between the hours of 9:00am and 2.00pm
* However, if young people leave the premises unauthorised by staff, then the referring agency will be informed immediately and a member of Glow Education Project staff will attempt to support the young person back to the premises. **Parents/carers will also be informed immediately**
* All young people will be supervised at break time and will be encouraged to participate in some form of physical activity
* Young people will **not** be allowed off premises at break time.

**Supervision at lunch time**

* Lunch time is between the hours of 11.45am – 12.30pm
* Lessons start again at 12.30pm
* Young people will be supervised during lunch time

Glow Education Project conducts half- termly reviews with learners to reaffirm our rules and expectations.

Daily team meetings are conducted by staff to report young people’s progress, incidents, issues and concerns. These meetings also ensure that Glow Education Project’s policies, procedures and strategies are being implemented and upheld to ensure efficient systems are in place and reviewed to ensure effective implementation.

**Policy updated: December 2022**