

Supervision Policy



Our roles and responsibility

Authorised staff from each school and group are responsible for the supervision and safety of the children and young people taking part in the Yorkshire Schools Dance Festival. Our limit of responsibility extends only to the confines of the **venue** (Central Hall) and **rehearsal space** (Derwent Hall) and the duration of the allocated rehearsals and the performance as a whole.

We cannot take responsibility for the safety of supervising adults and performers outside of these times/venues. Please note that The University of York is a public campus and, as such, members of the public/students are likely to be present. We would also draw your attention to the fact that a lake surrounds Central Hall.

Risk assessments

We will make available a comprehensive risk assessment. Schools and groups are required to ensure that an appropriate risk assessment is in place outside of **venue** and **rehearsal space** and outside of **rehearsals** and **performance**. Whilst there is no requirement to submit this risk assessment to us, groups are encouraged to work within the guidelines/policies in place within your school/organisation.

Festival Crew

Festival 'crew' (staff and volunteers) are identifiable via a t-shirt or similar. Children and young people should be made aware of their presence and responsibilities. Staff and volunteers are there to:

- ensure the safety and wellbeing of performers, supervising adults and supervisors and audience/general public
- contribute to the management and delivery of the event via assigned roles and responsibilities
- to deal with any issues or emergencies that may arise.

Staff and volunteers work to a 'Yorkshire Schools Dance Festival Behaviour Code'. They are instructed not to be on their own with a child or young person.

Supervision arrangements - schools

Schools are expected to independently determine appropriate levels of supervision for each class (except the Early years and foundation stage).

The [National Union of Teachers \(NUT\)](#) provides guidance on class sizes and advises schools to consider children's emotional, behavioural and special needs when determining staff to child ratios. For children in the Early years and foundation stage there is specific guidance about supervision ratios.

Early years

In England, the Department for Education (DfE) publishes guidance for early years providers (PDF) which sets out statutory requirements about adult to child ratios (DfE, 2017). The required adult to child ratios vary depending on the setting and the age of children.

Key points for all early years settings include:

- staffing arrangements must meet the needs of all children and ensure their safety
- children must usually be within both sight **and** hearing of staff and always within at least either sight **or** hearing
- only those aged 17 or over may be included in ratios (and staff under 17 should be supervised at all times)
- students on long term placements, volunteers and staff working as apprentices may be included in the ratios if they are old enough and the provider is satisfied that they are competent and responsible.

Pages 23-27 of the guidance set out the statutory staff to child ratios for: childminders; early years providers other than childminders; those providing before and after school care; and those providing holiday care.

Supervision arrangements - community groups

There is no specific guidance about supervision ratios for organisations that are not in the education or early years sectors. We've put together some best practice guidance to help you or your group determine how many adults are needed to supervise children safely.

We recommend having at least two adults present when working with or supervising children and young people. We recommend the following adult to child ratios as the minimum numbers to help keep children safe:

- **2 - 3 years** - one adult to four children
- **4 - 8 years** - one adult to six children
- **9 - 12 years** - one adult to eight children
- **13 - 18 years** - one adult to ten children

To accommodate these recommendations we allocate 1 free ticket for every 8 children/young people but adapt these numbers to address specific needs (such as age or disability).

We recommend having at least two adults present, even with smaller groups.

If young people are helping to supervise younger children only people aged 18 or over should be included as adults when calculating adult to child ratios. **0 - 2 years** - one adult to three children

When working with groups of children and young people there must be enough adults to provide the appropriate level of supervision.

Staffing and supervision ratios can sometimes be difficult to judge. You need to make sure you have enough staff and volunteers to ensure children are safe – and that these adults are suitable to undertake various tasks as needed.

It may not always be possible to stick to recommended ratios. However, you should make every effort to achieve the best level of supervision of children at all times.

Your supervision levels will vary depending on the children's age, gender, behaviour and the abilities within your group. They will also vary depending on:

- the nature of the event
- the competence and experience of staff involved
- the requirements of location, accommodation or organisation
- any special medical needs
- any specialist equipment needed.

After taking these into consideration you can make decisions about how many adults you need and what skills and experience they should have.

You need to know whether adults need to have a vetting and barring check and be clear about any additional safeguards which need to be put in place. For example:

- ensure adults who do not meet the criteria for a vetting and barring check are being supervised at all times
- make sure all adults who have contact with children understand and agree to follow your safeguarding policy and procedures.

[> Find out more about safer recruitment including vetting and barring checks](#)

[> Find out more about safeguarding in the performing arts](#)

Staff and volunteers need to have:

- an understanding of their responsibility to keep children and young people safe
- insurance for certain activities
- codes of practice which they understand and agree to follow.

Toilet ratios

If the group has both boys and girls there should be at least one male and one female responsible adult supervising visits to the toilet.

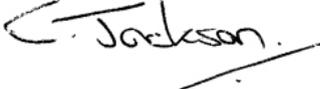
Adults who haven't previously volunteered and haven't had the necessary vetting checks shouldn't be left alone with children or take them to the toilet unaccompanied.

In larger groups of children, encourage groups to take a comfort break together with one responsible adult while the other adult(s) supervises the remaining children and keep a head count.

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: 14th February 2019

It will be audited annually.

Signed: 

Date: 14th February 2019