



SUPERVISION OF CHILDREN AND YOUNG PEOPLE POLICY

Policy aims

The aims of this policy on the Supervision of Children and Young People is to provide a common understanding of all the issues involved; and also a continuity of practice throughout Fields of Dreams, which supports the safeguarding and welfare of both children and staff. Our policy also has benefits related to discipline. Children can only accept greater responsibility for their actions if they are aware of our expectations of them and consequences (ACTIONS CAUSE REACTIONS). We must also be careful to ensure that the responsibilities we give them are within their capabilities to accept and not put them or others at risk by being unrealistic in our expectations.

Summary

Fields of Dreams takes responsibility for students from when they arrive on the farm (from 8:40am). From that time staff need to ensure that the students are supervised and settled in (check in with how they are feeling) with an explanation of plans for the day.

Session Facilitators prime responsibility is to supervise the students **at all times**. No student should be wandering around unsupervised. Whilst Fields of Dreams respects and promotes student's having their own space whilst on the farm, their health and safety is a priority.

If a student requires some space, Facilitators can allow that, whilst supervising from an appropriate distance to safeguard at all times.

Facilitators constantly assess any risks, particularly if the student is having a meltdown. There are many potential hazards on the farm, and although these are minimised through following our policies, unexpected factors can influence the likelihood of an incident.

Students are made aware of and reminded about the rules on the farm and that they are there to keep them safe. They are regularly reminded of these and in particular of how to handle and behave around animals correctly to ensure both theirs and the animals' safety and wellbeing.

Students have opportunities to have a break during chill out and social time with peers during morning break, lunch and independent choice during the afternoon. (See structure of the day below) Children are encouraged to hydrate regularly and bring in their own lunch which they eat with their peers and staff.

The structure of the day at Fields of Dreams Farm

SESSIONS	ACTIVITY
9am - 9:30	Arrive & explain the day
9:30 - 10:30am	Animal Care
10:30am - 11am	Snack & Social
11 - 12:15pm	Assisted Activities
12:15 - 1pm	Lunch
1 - 2pm	Assisted Activities or Activate
2 - 2:30pm	Soul Selection/ independent choice
2:30pm - 3pm	Clean up & get ready

- At 2:30pm students get ready to go home so help tidy up and collect their belongings. Students are supervised to the main gates by staff. Only the staff have access to the security combination on the gate lock and only the staff can safely allow children to leave and exit the site once taxis/parents arrive.
- Students who have not been collected after session will be supervised until taxi/parent arrives. Staff will make contact with school/parents to find out what has occurred and reassure the student. Staff will stay with the student and continue to safeguard whilst on site and until they are collected.
- Students should never wait outside of the secure site for lifts or taxis. They should remain on site secured by the locked gate.

Relationship to other policies

- Behaviour Policy
- Safeguarding Policy
- Health and Safety Policy
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Roles and responsibilities

This policy applies to:

- All staff
- Students
- Volunteers
- Parents/Carers (at dropping off and picking up times).
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Arrangements for monitoring and evaluation

Emi-Lu Daley (Founder & Director) will have an annual meeting with her Senior Leadership Team (Education Director & Office Manager) and consult with staff to review the Accident/Incident forms to ascertain whether there are recurring accidents which could be resolved through further Premises Management.

Outside Supervision

It is the task of the Session Facilitators to supervise the children with due regard to Safeguarding and Health & Safety considerations.

- Students must never be allowed to leave the site at any time unless let out by staff at the end of the day.
- Students do not have access to the security code to the main gates which act as the main entry and exit point to the farm. Staff who suspect that a student knows the code should report this to senior staff member immediately so that this can be rectified urgently.
- Session Facilitators are responsible for monitoring and reporting upon behaviour and are expected to maintain acceptable standards of behaviour, which recognise the rights of children and support relevant policies.
- It is essential that Session Facilitators be on duty, according to their working hours, promptly so that adequate supervision can be maintained at all times as per staff to student ratio.
- If an accident/injury/incident occurs, it is the Session Facilitators responsibility to record this in the accident/incident book.

Before Sessions

- Fields of Dreams takes responsibility for students from when they arrive on the farm (from 8:40am). From that time staff need to ensure that the students are supervised and settled in (check in with how they are feeling) with an explanation of plans for the day.
- A staff member will allow entry to students, volunteers, visitors, parents and carers so that they may ensure safeguarding is followed in relation to appropriate people entering the site & maintaining safety of students.

Animal Care – Mornings

Students assist facilitators in feeding and providing water for all the animals on the farm. They will be allocated a Facilitator to assist, and this staff member should supervise the student(s) at all times particularly around the animals with reminders about safety.

Students should not be asked to complete a task that could harm them in any way. Although we promote independence, they should not be left alone to complete animal care tasks or handle animals. Animals can be unpredictable (particularly if they feel scared) and it is also important that they are looked after properly. Session Facilitators have responsibility to keep both the students and animals safe. The emphasis on the tasks is about teamwork, compassion for the animals and animal care education.

All guidelines regarding health and safety on the farm are followed as per the Health & Safety Policy including using correct equipment, animal safety and handling.

Activities

All activities will consider health and safety at all times and where relevant a risk assessment will be carried out. Adequate supervision, including 1-1, will be provided as and when needed. Students are reminded about safety regularly prior to, during and after activities to ensure safety for all.

Staffing

Suitable ratios of adults to students are maintained by Fields of Dreams.

All staff and volunteers have an up-to-date DBS check.

Staff are vetted according to our Safeguarding Policy and are made aware of and agree to follow all policies including Fields of Dreams Code of Conduct.

Staff keep up to date with Safeguarding procedures.

Fields of Dreams is committed to providing a positive, safe and secure environment for all. The Whistleblowing Policy ensures that all staff take responsibility to ensure that the aims and values of Fields of Dreams are followed. Any alleged misconduct is taken seriously as they are committed to safeguarding students.

Student's Responsibilities and Duties

When allocating jobs / tasks to students, safety must be a prime consideration. It would not be appropriate for children to be involved with plugging in electrical apparatus into the mains or any other potentially hazardous task unless they were directly supervised.

Children doing jobs / tasks must be directly supervised by the Facilitator.

Safeguarding

It is Fields of Dreams responsibility to ensure third party providers are prepared to adopt the the Safeguarding Policy and other relevant documents. Providers should contact the Director of Fields of Dreams, Emi-Lu Daley, in the event of a disclosure. Fields of Dreams will make clear to third party providers what is expected of them in terms of a safe working practice with children and young people and record that they have done this. Our policies will be made available to them as well as the Code of Conduct.

Insurance – All third-party providers offering activities provide a copy of their public liability insurance and their employer liability insurance if appropriate.

Fields of Dreams will keep up to date insurances to cover all activities on the farm, including liability insurance.

This policy will be reviewed annually by Fields of Dreams.

Kerry Fisher – Education, Training & Creative Director, June 2021