



## **Supervision of Children Policy**

### **1. Policy Statement**

This Supervision of Children Policy sets out how **Elite SF** ensures that all children attending coaching sessions are supervised effectively, safely, and appropriately at all times. The policy is written in line with safeguarding and welfare expectations consistent with Ofsted requirements and recognised best practice for early years, out of school, and sports coaching provision.

Effective supervision is essential to safeguarding children, promoting positive behaviour, preventing accidents, and ensuring that children are able to participate safely and confidently in activities.

### **2. Scope of the Policy**

This policy applies to:

- All children attending sessions, clubs, camps, events, and activities.
- All coaches, assistants, volunteers, apprentices, and contractors.
- All venues, including indoor, outdoor, and off-site locations.

### **3. Key Principles**

- The safety and welfare of children is paramount at all times.
- Children must never be left unsupervised.
- Supervision must be active, vigilant, and proportionate to risk.
- Coach arrangements must reflect the age, needs, and number of children.

### **4. Definition of Supervision**

Supervision means:

- Actively monitoring children at all times.
- Being aware of children's whereabouts, behaviour, and wellbeing.
- Intervening promptly to prevent harm or manage risk.
- Ensuring children are within sight or hearing of a coach at all times

## **5. Coach to Child Ratios**

- Appropriate coach to child ratios will be maintained in line with Ofsted guidance and best practice.
- Ratios will take into account:
  - Age and developmental stage of children.
  - Nature of the activity.
  - Size and layout of the venue.
  - Additional needs or vulnerabilities.

Where ratios cannot be maintained, activities may be modified or cancelled.

## **6. Active Supervision Expectations**

All coaches must:

- Position themselves strategically to observe all children.
- Continuously scan the environment and children's behaviour.
- Avoid distractions such as personal phone use and follow the mobile phone policy.
- Remain alert to potential hazards and emerging risks.
- Interact positively with children to support engagement and behaviour.

## **7. Supervision During Activities**

- Activities will be risk assessed prior to delivery.
- Clear boundaries and rules will be communicated to children.
- Equipment will be checked and used appropriately.
- Coaches will adapt supervision levels according to activity risk.

Higher risk activities will require increased supervision.

## **8. Transitions and Movement**

Extra care will be taken during transitions, including:

- Arrival and departure times.
- Moving between activities or areas.
- Use of toilets or changing areas.

- Off-site travel or walking to different locations.

Coaches will ensure children are accounted for at all times through registers and headcounts.

### **9. Arrival and Collection**

- Children must be signed in and out by authorised adults.
- Coaches will supervise children until they are safely handed over.
- Late or non-collection will be managed in line with the Late Collection and Non-Collection Policy.

### **10. Supervision of Different Age Groups**

Supervision arrangements will be adapted to reflect:

- Younger children requiring closer, more direct supervision.
- Older children requiring appropriate independence while remaining supervised.
- Mixed age groups requiring additional vigilance.

### **11. One-to-One and Small Group Supervision**

- One to one situations should be avoided where possible.
- Where necessary, they must be agreed, risk assessed and recorded.
- Visibility must be maintained (e.g. doors open, public spaces).
- Lone working guidance must be followed.

### **12. Safeguarding Considerations**

- Poor supervision may place children at risk of harm.
- Coaches must remain vigilant to signs of abuse, bullying, or distress.
- Any safeguarding concerns must be reported to the Designated Safeguarding Lead (DSL) immediately.

### **13. Managing Behaviour Through Supervision**

- Effective supervision supports positive behaviour.
- Coaches will intervene early to prevent escalation.
- Behaviour will be managed in line with the Behaviour Management Policy.

### **14. Use of Mobile Phones and Distractions**

- Personal mobile phones must not distract Coaches from supervision, they are away from the children securely.
- Only work phones or approved devices may be used as outlined in the Mobile Phone Policy dependent on the situation.
- Coaches must remain fully focused on supervising children.

### **15. Supervision During Emergencies**

- Coaches must prioritise supervision during emergencies.
- Registers and headcounts will be used to account for all children.
- Emergency procedures must be followed at all times.

### **16. Recording and Reporting**

- Any incidents related to supervision must be recorded.
- Near misses will be reviewed to improve practice.
- Supervision arrangements will be reviewed following incidents.

### **17. Roles and Responsibilities**

#### **Management Responsibilities**

- Ensure appropriate Coach to child ratios.
- Provide training and guidance.
- Review supervision practices regularly.

#### **Coach Responsibilities**

- Maintain effective supervision at all times.
- Follow risk assessments and procedures.
- Raise concerns immediately.

### **18. Training and Awareness**

- All coaches will receive safeguarding and supervision training.
- New coaches will be supported during induction.
- Ongoing monitoring and supervision will be provided.

## **19. Policy Review**

This policy will be reviewed annually or sooner if:

- Ofsted guidance or legislation changes.
- An incident highlights the need for review.
- Operational changes occur.

## **20. Declaration**

All Coaches, volunteers, and contractors must read, understand, and agree to comply with this Supervision of Children Policy.

## **21. Acknowledgement and Acceptance (BrightHR)**

All self-employed coaches and contractors engaged by Elite SF are required to read and acknowledge this Policy Breach Procedure, along with all associated policies, via the BrightHR system (or equivalent compliance platform used by the business).

Acknowledgement via BrightHR constitutes confirmation that the individual:

- Has read and understood the contents of this procedure
- Agrees to adhere to all company policies and standards
- Understands the consequences of policy breaches as outlined

Failure to complete policy acknowledgement may result in:

- Suspension of work allocation
- Removal from scheduled sessions until compliance is confirmed

The business reserves the right to rely on digital acknowledgement records as evidence of acceptance of terms and expectations.

**Adopted on:** 29<sup>th</sup> December 2025

**Signed on behalf of Elite SF:** J. Bartram

**Date for review:** 29<sup>th</sup> December 2026