

FAST FORWARD STUDENT SUPERVISION POLICY

FAST FORWARD is an DJ & Music Studies provision who caters for up to 70 students aged 11-16 years; however, we aim to target KS4 and above, looking to extend to Post 16 Opportunities. Students who attend on a different ratio of days a week. We cover NCC and Nottinghamshire schools/partnerships. The students exhibit a variety of complex educational, social, emotional and mental health difficulties, which have impeded personal developmental and educational success.

Some of the students have stated diagnoses. Some of our learners have visited a variety of Alternative Provisions or Schools prior to attending FAST FORWARD. They can arrive at FAST FORWARD very disengaged with education and home life.

FAST FORWARD is committed to ensuring that students attending our provisions are properly supervised throughout the day for their safety and to enable them to fully participate in the courses and activities we provide. We aim to provide a duty of care to all students centred on clear communication, application of rules and boundaries, and staff vigilance and commitment. Ensuring Safeguarding and Data Protection Breaches are followed up by designated staff.

Staffing Levels

Given the nature of our project and the learners who participate in them. We operate on a minimum of one/two members of staff per group with a maximum group size of 6-8. Both members of staff will be present at all times to allow for adequate monitoring and management of the group and also in terms of good practice guidelines for witnesses to incidents and monitoring learner progress.

Should any member of staff be off sick, other appropriate staff will be deployed from our appointed pool to cover, who are DBS checked or if this cannot be the case, additional staff will be used via other providers. In the case of no cover being available and as a last option, sessions would be cancelled. See Safer Recruitment Policy.

Under the current Covid 19 climate staff absences could occur and FAST FORWARD are in the process of employing further staff to cater for this need.

Vulnerable/High Risk Learners

Referral Documentation and discussion with the school and the Director regarding supervision and ratio of learner will be given and TA from the school is welcomed. All Care and Behaviour Support Plans will be in place.

Session Times – Supervised at all times due to location of the Provision, City Centre, learners will be monitored outside and inside the building.

Learners are permitted to enter the building from 9.00 am onwards and from this point they become the responsibility of FAST FORWARD staff and will remain so until they leave at the end of the day at 3.00 pm in the transport provided or when they leave. During lunch breaks, learners are permitted to leave site unless parental consent has not been given or agreed with the agency/school. FAST FORWARD cannot take responsibility for learners' actions whilst they are off site. At the end of the day, staff members aim to ensure that students have appropriate arrangement to travel home safely. Members of staff stay with the young people waiting at FAST FORWARD and see the young people into taxis to ensure they are not picked up by strangers. If pre-arranged taxis do not arrive, staff will contact the school/agency immediately to resolve the situation.

Visitors

No visitors other than organisation staff and representatives of school/agency will be admitted to the provision without prior arrangement. Where it is necessary for others to attend sites (i.e. trade, maintenance, partners), they will not be left alone with learners at any time. There is a new GDPR visitor's book on site which must be completed for all non-staff visitors.

Offsite Supervision

The same staff arrangements and ratios are applied to offsite venues. All sites are risk assessed and learners are talked through any new sites, so that they are familiar with the surroundings and specifics of a site. Learners will also be taking part in risk assessing new venues so that they are fully aware of any potential hazards and safe management of this. As with all sessions, a register is taken of all learners on arrival which is reported back to the schools, and this is used as a guide for the day for checking numbers and all present before moving on from the site, and for monitoring attendance throughout the day.

If a learner needs to leave the site for any reason throughout the session, arrangements will be made for transportation back to school or home as appropriate. This will be predominantly through taxi service as the staff on site will remain with the



rest of the group to maintain appropriate staffing levels. Should a staff member become unwell or need to leave the site for any unforeseen reason, appropriate cover arrangements will be made first. As a last resort in the case of an emergency, all will leave the site together to ensure that ratios are maintained.

If a learner walks off from the main group, staff will do all they can to diffuse the situation and get them to rejoin the group, without compromising the rest of the group's activity. Should the learner walk off and refuse to rejoin the group, they will be classed as 'AWOL' and their absence from the group will be reported to their parent/carer or school as appropriate.

Approved by Director: Steve Lee

Updated by Director: Scott Ballam

Reviewed and updated 14th September 2024

To be reviewed 31st August 2025