



Supervision Policy

Our roles and responsibility

Authorised staff and responsible adults from each school and community group are responsible for the supervision and safety of the children and young people taking part in the Yorkshire Schools Dance Festival.

The organisers of the Yorkshire Schools Dance Festival limit of responsibility extends to the group's physical safety within to the confines of the **venue** (Central Hall), **rehearsal/workshop spaces** (Derwent Hall and Exhibition Centre) and the duration of the allocated rehearsals, workshops and performance as a whole.

We cannot take responsibility for the safety of supervising adults and children/young people 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.

We will issue our staff, University staff, volunteers and staff/supervising adults from schools and groups with a wristband when they arrive on site. This will give them access to non-public backstage areas. Anyone within these areas without a wristband will be challenged and asked to leave the area.

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, rehearsal space and workshop/performance space** and outside of **rehearsals, workshops** 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 and best practice.

Festival Staff & Volunteers

The 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 and should be their first contact in the event of getting lost or separated from their school/group - a 'trusted adult'.

Yorkshire Schools Dance Festival 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
- deal with any issues or emergencies that may arise.

Staff and volunteers work to a 'Yorkshire Schools Dance Festival Behaviour Code'. This is accessible via the [Yorkshire Schools Dance Festival website](#). They are instructed not to be on their own with a child or young person or, in any way, to assume an in loco parentis role.

Supervision arrangements - schools and groups

Schools and community groups are expected to independently determine appropriate levels of supervision for each class/group. The [National Education Union \(NEU\)](#) provides guidance for educational visits and advises schools to consider children's emotional, behavioural and special needs when determining staff to child ratios. WE ENCOURAGE YOU TO READ THIS DOCUMENT as we have adopted much of the guidance given.

Our recommendation on adult to child ratios are as follows:

EYFS (under 5):	1 supervising adult for every 6 performers,
KS1 (ages 5 to 7):	1 supervising adult for every 8 performers,
KS2 (ages 7 to 11):	1 supervising adult for every 10 performers,
KS3 and above (ages 11 to 18):	1 supervising adult for every 15 performers.

Supervising adults should be 18 years or older and selected based upon your school/group's staffing and safeguarding policies and best practice.

We think the ratios are safe/appropriate for an event of this nature. If you would like to discuss this with us please let us know in advance. We are happy to adapt these numbers to address any specific needs.

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. 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 competence and experience of staff involved, 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.

Toilets and changing

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

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

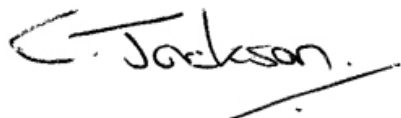
In larger groups of children, encourage groups to take a comfort break together with one responsible adult while the other adult(s) supervises the remaining children and keep a head count.

Because we are unable to offer a dedicated area for changing we request that children and young people wear a 'base' of clothing that removes the potential for accidental inappropriate exposure. Any costume should be added over the top of this layer.

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

This policy was last reviewed on: 20th September 2019 It will be audited annually and updated when required.

Signed:

A handwritten signature in black ink that reads "Colin Jackson." The signature is written in a cursive style with a horizontal line underneath the name.

Colin Jackson, Producer, Yorkshire Schools Dance Festival

Date: 29th September 2021