

Policy Statement - Supervision of Activities & Excursions / Arrangements for supervision outside the scheduled programme

Supervision Ratios

The excursion leader in conjunction with the activity organiser and Centre Director will need to ensure that they have a sufficient level of supervision considering all relevant factors.

Adequate arrangements must be made for the care of any child left behind during the day because of illness.

Under no circumstance are accompanying foreign leaders with a tour group allowed to take any responsibility for students who are not part of their group.

When students are on off-site activities there are more potential risks and the number of supervisors increases. Brighton Language College International ensures that the following ratios are kept to:

- Junior Vacation (13-17): 1 adult for every 20 students
- Family Vacation (7-12): 1 adult for every 10 students

Where there are risks a higher level of supervision will be needed. This will depend on:

- Competence of staff
- Competence and behaviour of students
- Any needs of students
- The type of activity

Minimum Supervision

- There will always be a minimum of 2 adults on any excursion or activity to ensure that in the case of an emergency one leader will remain with the group.

Relaxing Supervision on Excursions

There will be times where staff assess that there is minimal risk to students and they can be given some freedom to go off in groups of at least two without a member of staff. This might be for example on a pier, at a shopping centre or in a museum. The age of the students will determine how much freedom they are permitted.

Before giving this freedom, the physical area, and the time limit (not exceeding one hour) must be very clearly defined and made clear to the students. The students must demonstrate that they have understood. These having been accomplished:

- Students aged 14 and over can be allowed an hour of freedom.
- Students aged 13 can be allowed 30 minutes.
- Children aged 7-12 must be always supervised by staff.

Older students cannot be given the responsibility of looking after the younger children.

It is not OK if a 10- or 11-year-old for example go off with a 15-year-old, on the basis that the older student will look after the younger ones.

During periods giving this level of freedom staff should wait the whole period at a clearly visible central point so that students would have quick and easy access to their help, if required.

Emergencies

The group leaders should take charge in an emergency and ensure that the emergency procedures are followed. The following steps should be followed:

- Assess the situation and establish the nature of the emergency as quickly as possible.
- Safeguard any uninjured members of the party
- Establish the names of any casualties and get immediate medical attention for them.
- Inform the emergency services, and the school office.
- Ensure a member of staff accompanies any casualties to hospital & another stays with the group.
- One supervisor with the group always.

In the case of lost students

- Inform a senior leader
- Wait for as long as possible at the latest rendezvous point.
- Try to contact the student on their mobile if available.
- Ask all students and the lost student's 'buddy' where they might be.
- Ensure staff mobile phones are left on.
- Contact the emergency phone / school office to see if a message has been received.
- One staff member stays with the students while the other continues looking.
- Inform the Director
- Contact the police to report the student.

Medical and First Aid

- Ensure that consideration is given to any students with medical needs when planning the trip.
- Ensure that all students who have medical needs have their necessary medicine.
- A first aid kit should always be carried on excursions.
- One member of staff should be designated as having this.
- All staff should be made aware of who that member of staff is.
- All staff should be made aware of how to contact the emergency services.
- If using a minibus, then this is also required to have a first aid kit.

Senior Leaders / Leaders (Brighton Language College staff)

- On each excursion at least one member of staff is a designated senior leader.
- Leaders are responsible for following the itinerary and all necessary procedures.
- Leader must ensure that all student lists, resources, and emergency details are available.
- Senior leaders will decide if the excursion needs to be curtailed, modified or stopped.
- Staff on the activity have a primary responsibility to ensure the safety of students in their care.

- Staff should act as a reasonable parent would do in the same circumstances.
- Leaders are to follow the instructions of the senior leaders
- Leaders are to report any risks, incidents, issues, emergencies or changes to senior leaders.
- Consider modifying or stopping the excursion, if safety is at an unacceptable risk.
- Leaders will distribute themselves throughout the students and not gather in a group of just staff
- Under no circumstances are staff to drink alcohol on any excursions
- Staff should not go to sleep on transport.

Students

- Behave and dress sensibly and responsibly.
- Not take unnecessary risks
- Follow the instructions of leaders / senior leaders on the excursion.
- Notify the staff if there is anything threatening the health and safety of the students.

Headcounts / Name Checks

Regular head counts should take place, especially before getting on transport, getting off transport, before and after any venues and meal breaks.

Headcounts do not replace checking the group by name against the name list at the start / finish of an activity.

Staff should ensure that students are aware of rendezvous points and what to do in an emergency or if they become separated.

Each member of staff on the excursion is allocated a group of students to be responsible for.

- Supervisors should check students onto the coach after every stop.
- Numbers should be checked on a regular basis throughout the excursion.
- All students must carry their ID cards. This should be checked before the party leaves the school.
- The "buddy system," putting the students into pairs and asking them to look after their partner should be utilized, although this system alone is insufficient.
- Before leaving the school, the staff gather their groups and name check to make sure all are present.
- With every move from one place to the next, the staff gather and confirm their groups again.

Preparing Students

- Students should be provided with background information about the purpose of the visit.
- Students should clearly understand what is expected of them and what the visit will entail.
- Students must understand what behaviour is expected of them & why rules must be followed.

- Students should also be told about any potential dangers and how they should act.
- During lessons, the teachers inform children of anything they need to bring along.
- Students must have the 24-hour emergency number ID & numbers of staff accompanying the group.
- Clear instructions about the time & location of the each departure point to be given throughout.
- Students should be reminded about road safety laws, and warned against shoplifting.

Students should be advised of what to do if they get separated:

- Contact their group leader / BLC leader / friend / school / emergency phone
- Wait at the rendezvous point (if close by)
- Ask a policeman and show their ID card.

Transport

- Students should be discouraged from getting out of their seats and walking around the coach/train.
- No children may sit in the front row of seats.
- One member of staff sits near the driver.
- Students must stay seated throughout the journey
- Seatbelts must be used on coaches and minibuses.

Items to take on Excursions

- The plan for the excursion - itinerary, comfort stops, map, arrangements for tickets, etc..
- Any related study/task materials
- A list of staff including the leader and numbers of all staff.
- A list of every student on the coach and details of who each member of staff is responsible for.
- A portable First Aid box
- Mobile phone, so that the school office can be immediately informed of any problems.

Unsupervised free time outside of activity programme

Students, dependent on their age, are allowed limited unsupervised leisure time in pre-defined areas of the city centre between and outside of their scheduled class and activity hours.

Students must stay in groups of at least four during their free time and should immediately return to the designated meeting point Old Steine Fountain / their host families once that time is over.

Students are permitted to spend their limited leisure time in the following areas of central Brighton:

- CHURCHILL SQUARE
- NORTH STREET
- OLD STEINE
- ROYAL PAVILION GARDENS
- BRIGHTON PALACE PIER

Students must return to their host families at night before their scheduled curfew times.

AGE 13-15 – 21:00

AGE 16-17 – 22:00

Spot checks will be carried out ensure that students are adhering to their scheduled curfew times.

Spot checks to be logged internally.

MB/GF/LK