Supervision Policy

Introduction

In tandem with BLS's Child Safeguarding Policy, we are obliged to maintain the following policy for supervision.

Students aged under 12

All children aged under 12 must be under close supervision at all times by a responsible member of BLS staff, a nominated Group Leader or BLS approved & designated adult homestay household member. All such children must be provided with full information, issued verbally, with maps and instruction sheets equipped with telephone numbers and emergency procedures, given at induction. All such children must be made aware of all these rules, using the facility of translation where necessary. Children of these ages should always be with their homestay host or in supervised accommodation by 21.00. BUT the BLS accommodation team will place this age group outside of town where lifts to and from school are required by the host, thus creating safer and more controlled supervision.

<u>Supervision ratio on off-site activities:</u>
1 BLS staff member to 15 students
For school groups (closed groups) 1 BLS staff member + 1 Group Leader to 20 students

Students aged 12 – 15

All such children must be provided with full information, issued verbally, with maps and instruction sheets equipped with telephone numbers and emergency procedures, given at induction. Such children should always be supervised on programmed activities and should always seek to travel to and from the venue with at least one other person aged 12 or older.

Where children are given free time at a particular external venue, they must be together in a group of at least three students, having been shown the student meeting point where at least one member of BLS staff attends. This will be in line with the signed parental consent form.

Any child required to make long, arduous or taxing journeys should always be offered assistance with their travel arrangements. Any child of this age requesting or demonstrating need of responsible adult supervision or accompaniment to and from homestay addresses, BLS classroom locations, or on activities must be provided with that supervision. Children of these ages should always be with their homestay host or in supervised accommodation by 21.00.

<u>Supervision ratio on off-site activities:</u>
1 BLS staff member to 15 students
For school groups (closed groups) 1 BLS staff member + 1 Group Leader to 20 students

Students aged 16 & 17

All such children must be provided with full information, issued verbally, with maps and instruction sheets equipped with telephone numbers and emergency procedures, given at induction. Young people of this age are required to use their own means to travel to and from homestay addresses, BLS classroom locations, or on activities.

However, any requests for assistance are welcomed by BLS staff. Students should always be with their homestay host or in supervised accommodation by 22.00.

Supervision ratio on off-site activities:
1 BLS staff member to 15 students
For school groups (closed groups) 1 BLS staff member + 1 Group Leader to 20 students

BLS staff will always advise all students of:

- The correct bus number and approved times of travel to and from their places of residence.
- Approved taxi company details, including 24-hour contact numbers.
- The requirement for them to inform their homestay host, their designated Group Leader and BLS Activity Staff of students' intended destinations and expected times of arrival.
- The need always to carry their student card with their details fully and accurately completed.
- The emergency number on their student card and to use this if necessary.
- On induction, to ensure students enter the emergency number into their mobiles.