



# Supervisory Policy

## 1. Aim

EC takes the welfare of its students seriously. All staff are expected to make adequate provision for student welfare at all times and are expected to adhere to all aspects of legal and British Council compliance, and to any other areas of good practice in this area. A significant element of this is the provision of adequate (and effective) supervision, and the aim of this policy is to provide clear instructions and guidance to staff to facilitate this.

## 2. General Principles

We aim to ensure that for all scheduled activities (both on-site and off-site) there is sufficient adult supervision. This should take into account the nature of the activity, age, sex and needs of the students. This also applies to supervision of Young Learner courses.

The ratios to which we adhere (set-out below) fall in line with recommendations by the DfEE<sup>1</sup> for minimum supervisory levels for under 18s. Staff are advised that these ratios should be exceeded if the safety and welfare of the students require it at any time, and there should always be enough supervisors to deal with an emergency.

We recognize too that we have a duty of care to our adult students, and activities run by EC for students will be supervised by a nominated EC representative with relevant training or experience. Additional leaders will be deployed if necessary given the nature of the activity and the level of risk involved. Higher-risk adventure-type activities will be supervised by qualified instructors.

## 3. Supervision (Activities)

The minimum supervisory ratio for activities is **1:15-20** (aged 13+) and **1:10-15** (8-12s). This lower age group is not normally accepted into the school; where they are (exceptionally by special agreement only and normally accompanied by a parent, group leader or legal guardian) specific arrangements are made accordingly.

## 4. Supervision (Accommodation)

A responsible adult will be present overnight and will normally be present when U18's are at home. Hosts (and hosts arranged via EC's partner agency) are advised of this in guidelines issued.

## 5. Additional Guidance to Staff

Activities must be supervised by a responsible Activity Leader, unless stated. This should be a duly competent, qualified and experienced adult, as determined by the nature of the activity, the level of risk involved and any control measures deemed necessary. International Group Leaders must only be responsible for students within their own group.

Appropriate pre-activity briefings should be given, highlighting specific student's needs and associated risks. In addition, Activity leaders are to:

1. Receive training on how to lead specific activity and what to do in the event of an emergency
2. Review the risk assessment linked to the specific activity
3. Take list of students that are attending activity & contact information. Highlighting any U18 students attending activity.
4. Take itinerary/Maps if necessary
5. Take a First Aid Kit

Standard Risk Assessments are available electronically and in paper form in the Risk Assessment Folder (consult with the Centre Director/Centre Manager) and should be issued to regular EC Activity Leaders quarterly, or straight away if a Risk Assessment has been updated. Infrequent Activity Leaders should be issued with pertinent risk assessments before supervising activities. Regular Activity Leaders should be issued with additional risk assessments if they are expected to supervise an activity which differs significantly in content from activities already undertaken routinely (for which they have received a risk assessment). Feedback should be given by Activity Leaders post activity and risk assessments updated if required.

<sup>1</sup> For more detailed guidelines, see the DfEE publication 'Health and Safety on Educational Visits' at:

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>