

Oxford International English Schools: Supervision & Safety of students outside the scheduled programme Policy

Supervision levels will vary depending on the children's age, gender, behaviour and abilities within a group. They will be adapted for any groups/individual with special needs, behavioural issues and will also vary depending on:

- The nature and duration of activities
- The competence and experience of staff involved, including the Group Leaders who have come with a particular group
- Any special medical needs
- The requirements of the location being visited

It is recommended where possible, two members of OI staff are present when out on an excursion/activity.

This Risk Assessment is in conjunction with our other risk assessments and documents:

1. Group Leader Agreement
2. General Policy on missing students
3. Oxford International supervision ratios
4. Policy on unscheduled activity by Group Leader
5. Risk Assessment Unscheduled activity by Group Leader

A risk assessment needs to be done for each group/individual depending on their GLs/ ability and the ability of the individual U18 to look after the group and ability to respond appropriately in an emergency.

If Group leaders decide to take their students on an unscheduled activity, they must follow the Oxford International Junior Programmes Policy for Unscheduled Activity by Group Leader (seen in appendix 6_d) and accept responsibility for their group by signing the document.

OIEG staff should have a full planning meeting where all relevant risks and appropriate ways of

dealing with them are discussed with the GL before the activity begins.

Activity Leaders to complete a risk assessment form, sign it and check through it with a member of office staff who will then sign it.

If an Under18 individual wants to go on an activity that is outside our organized social programme, they must get their parents to sign a consent form to acknowledge it is not organized by the school. The school will then create a risk assessment and make sure the individual has the school emergency number in their phone (which we ask them to do in the induction) and take them through safety procedures

As in the Group Leader handbook, Group Leaders have the responsibility for the following:

Main responsibilities of the Group Leader:

- Supervising of students at all times when not in school for classes and not in host families.
- On OIO Schools supervised activities, you must be in attendance and assist at all times
- You must supervise students on the social activities listed as 'activities organised by the Group Leader' (please refer to the policy on unscheduled activity by Group Leader)
- Ensuring that students attend their classes and being aware of their location at all times
- Strongly advise that group leaders set up a what's app group with their students for easy contact at all times.
- Ensuring that students respect the laws in the UK
- Helping students to understand the differences between the UK and their home country (eg. food)
- Discussing homestay problems with students and trying to resolve any issues sensitively with OIO Schools staff
- Informing any other Group Leaders of their roles and responsibilities
- Ensuring all students and Group Leaders abide by school policies

Duty of Care

You (the Group Leader), we (OI School) and hosts (homestay accommodation providers)

together have a “duty of care” to oversee the welfare and safeguarding of students attending this mini-stay course.

As a Group Leader, you are required to read this document to ensure that you are fully aware of your duties and responsibilities during the mini-stay. We require a signed copy of this document to be returned to us before the group arrives.

During the stay we all share the responsibility of the care and welfare for any students under the age of 18. Below is a summary of when and where each of us takes on specific responsibilities.

OI School is responsible for the duty of care of all members of the group:

- While students are on school premises, during the school’s normal working hours
- While students are in lessons
- During excursions or activities organised and escorted by OIO School, as part of the agreed mini-stay programme

Homestay hosts are responsible for the duty of care of students in the group staying in their home:

While students are on the homestay premises. Students are not permitted to stay in the homestay accommodation during weekday working hours (9am–5.30pm).

Group Leaders are responsible for the duty of care of all members of the group:

- While students are off school premises
- While students are on school premises, outside the school’s normal working hours
- During any excursions and activities NOT organised by OIO School as part of the agreed mini-stay programme.

Although responsibility for the duty of care for the group is shared, responsibility for the behaviour and discipline of mini-stay students is not. It is the responsibility of Group Leaders to maintain discipline among students. OIO School will assist where possible, but careful supervision will be required by Group Leaders.

Students in groups and U18 individuals are informed in induction about the school’s code of conduct and what behavior is expected. Close supervision is kept on the individual students where they have to check in daily with the school staff and any behavior issues dealt with in a timely manner.

The following is in place for unsupervised time (not all may be in place at all times, it will be dependent on the group and individual):

1. Unsupervised time is covered in both consent forms for individual U18s and group students (e.g unsupervised time during the time between the end of class and the time of their evening meal, unsupervised time after their evening meal, at weekend, travel to and from school, Curfews, transfer to and from the airport)
2. When students are given unsupervised time during an excursion, the set rules are in place (this will be adapted according to the group/individual as deemed necessary):
 - Under 12 years old – no unsupervised free time. Must remain with OIEG staff and group leader at all times.
 - 12-14 years old – one hour unsupervised free time before returning to meeting point for registration (must stay in groups of min 3 students)
 - 15-17 years old – two hours' unsupervised free time before returning to meeting point for registration (must stay in groups of min 3 students)
 - For individual students, it will be recommended they stay with another student during this time.
3. Oxford International staff will monitor break times at all times, onsite and off-site classrooms, along with the GL of the group
4. Individual U18s are asked not to leave the site during the short break times
5. Students who are in a group must travel to and from homestay/a residential in twos or threes and never alone (as they are always accommodated in pairs or threes)
6. Individual U18 students are shown to the bus stop by their homestay on their first morning and given instructions of how to get to the school, with a map. Once at school, we assist students in where to get their buses home and get them to ask the bus driver to remind them which stop they need to get off
7. Homestays must be informed of the group/individual's curfew times and contact the emergency phone if the student(s) are not home by that time for staff to follow up on missing student procedures
8. Homestays are to adhere to the curfew. Curfew times are as follows:
 - Under 16 year olds are not allowed to go out after dinner
 - 16 & 17 year olds may go out after dinner unsupervised, in their twos or threes, but must be back by 10pm
 - Some groups may not allow any of their students out after dinner, in which the school will inform HI to inform all homestays.
9. Activity Leaders are inducted fully and aware they must escort the group at all times on

activities and excursions for groups and school social programme.

10. Activity Leaders know they are responsible for the safety and welfare of the group/individual student so must communicate clearly all procedures of the day when out on an activity and excursion for groups and social programme
11. Ensure all students and GLs have the school emergency number
12. Check with GLs/agents if there are any students which need extra monitoring down to special needs or behavior issues
13. Teacher's /onsite staff to follow the 15 minute rule. If students are not in class within the first 15 minutes of the class starting they must contact the Director of studies so staff can follow up on late students with their Group Leader and follow procedures until we know students are safe. The same procedure applies to individual students, the school contacts them and if not contactable, check in with the homestay and then next of kin if necessary
14. Ensure GLs have the number of all their students and school staff have up-to-date records for individual students
15. Inductions to U18 students explaining how to stay safe and extra precautions to consider
16. Group Leaders must collect their students at the end of class to take them for lunch and their afternoon activities
17. Staff to follow the OI supervision ratios policy on group activities and excursions
18. Individual U18 students must book a transfer from the airport to their homestay and back again for their safety
19. Transfer company have DBS's for U18 transfers
20. OI and Group Leaders make sure special arrangements are in place for students with special needs. This maybe that their homestay is close to the Group Leaders so they can travel to and from school together, they have a buddy system where they are never left alone.
21. Risk assessments to be completed for all unsupervised time outside schedule
22. All U18 students have the lanyard with school emergency phone for quick reference
23. OI to check students are following rules, this is to do random checks with families that the students are home on time, check that all students are wearing their lanyards around school
24. Clear rules in student induction about Do's and Don'ts (visiting pubs, legal age for sex and smoking)
25. Tutorials for individual students checking on welfare and clear of rules
26. Social Programme has very clear signs that it's not for U18s if it's a pub visit for example
27. When out on an excursion everyone knows where the meeting point is, have the Activity leaders contact numbers and remind GL's of return time of coach if a group
28. Any groups who have lessons only, are very clear the have sole responsibility for their students outside of classes and sign the unsupervised activity document

29. Group leaders read and sign this document

A risk assessment will be created for different unsupervised time throughout the groups stay and for individual U18 students. Please see appendix 6-g for an example for unsupervised time during an excursion.

Group Leader Declaration for Unsupervised time outside schedule

The above policy has been read and noted.

I/we understand that our students will have different unsupervised time during their stay. I/we agree to signing a risk assessment specific to the unsupervised time such as an activity or excursion when students will have unsupervised time and this is for the welfare and safety of our students during the visit and does not absolve us from our Duty of Care.

I/we have taken all necessary precautions to ensure that the trip is safe and am aware of contact numbers for the centre in case of emergency.

Name: _____

Signed: _____

Group: _____

Date: _____