

Supervision Policy for Social and Cultural Programme Activities

Basil Paterson arranges visits in accordance with The 1998 DfEE publication Health and Safety of Pupils on Educational Visits who advise that ratios of social programme visits should be:

1:15 to 20 (for 11+ years-old)

Providers are expected to exceed these ratios if the safety and welfare of the students require it. There should be enough supervisors to deal with an emergency.

All Basil Paterson students are over the age of 16 therefore follow the recommendation above unless the group is over 20 and then 2 supervisors are employed to manage the trip/event.

Except in exceptional circumstances, all supervisors are Disclosed (PVG) and /or have signed the OISE Child Protection Policy.

There is always a Social Programme Co-ordinator present for any activity to organise, assist and supervise.

The Social Programme Co-ordinator carries out a Risk Assessment on all activities before they take place in order to check information to pass onto students.

The Coordinator should have prior knowledge of any site / activity wherever possible when planning activities.

The Coordinator has the school emergency contact details and knows who to speak to in case of an emergency. The Coordinator also knows where the nearest A&E service is, how to get there and how to contact the emergency services. He/she also has a list of students attending for head count reasons and who is U18.

Walking tours in the city adhere to the rules of the road, for example, crossing only at zebra crossings.

The Coordinator when in Basil Paterson premises knows the location of the fire extinguishers, first aid boxes and knows what procedures to follow in case of an emergency.