

## **Supervision Policy for Social and Cultural Programme Activities**

Basil Paterson Edinburgh operates a supervision policy in relation to the organisation and management of our social and cultural programme. This policy is designed to ensure the safety and welfare of all students attending activities, and the safeguarding of those aged under 18 in particular.

### **Supervision ratios**

- The required supervision ratio is **1:12 for all external visits** and **1:15 for all on-site activities**.
- Certain activities may require more supervisors to ensure the safety and welfare of our students. There should always be enough supervisors to deal with an emergency.
- There is always a leader present for any activity to organise, assist and supervise.

### **Supervisor checks and training**

- All social programme supervisors are disclosed (PVG checked), have received essential safeguarding training and have signed the Instill Education Child Protection Policy.
- All social programme leaders have received essential Emergency First Aid training and receive regular training updates.

### **Activity planning and management**

- The Social Programme Coordinator carries out a Risk Assessment on all activities before they take place in order to ensure student safety and to pass on essential information to students in advance. The Coordinator should have prior knowledge of any site/activity wherever possible when planning activities.
- All supervisors and students should have the following numbers when attending social activities:
  - college landline number (answerphone message gives college emergency phone number for out-of-hours calls)
  - college emergency phone number
  - host family number, if applicable
  - emergency services number
- Supervisors know where the nearest A&E service is, how to get there and how to contact the emergency services.
- Supervisors carry a list of attendees for head count reasons and know which students are under the age of 18.
- Supervisors must ensure that no students under the age of 18 attend activities involving alcohol, such as pub nights, whisky tasting etc.
- Walking tours in the city adhere to the rules of the road, for example crossing only at zebra crossings.
- When activities take place on Basil Paterson premises, supervisors know the location of the fire extinguishers and first aid boxes and know what procedures to follow in case of an emergency.
- In cases where an onsite activity has fewer than 15 students, the lone working policy applies and the social programme supervisor should text the emergency phone number when arriving and departing from the building.

Policy reviewed and updated by Sophie Revesz December 2017