

## SAFEGUARDING YOUNG PEOPLE ON EXCURSIONS

### Staffing

SCL International College takes seriously its responsibilities for the supervision and safety of all its students and particularly those under the age of 18.

Although the school site is a safe and secure environment, all students on Young Learner courses remain under the supervision of one or more members of staff to ensure:

- Students are where they are expected to be at any given time
- To protect students from any potential harm, including psychological harm
- To ensure appropriate student behaviour at all times.

Depending on the type of activity the students are engaged in, supervision ratios will vary but the following normally apply:

In class and no sporting activities	1:15
Break times	1:15
Lunch times	1:15
Sports Activities	1:12
Excursions	1:12

Supervision off site poses a greater risk to students and on excursions the staff ratio to students will be a maximum of 1 to 12.

SCL International College offers residential on-site accommodation and complies with British Council regulations where the ratio of supervising adults to students is at least 1:20 for students aged 12 -17 and 1:15 for students under 12 at all times.

All staff must be DBS checked and must have read the risk assessment prior to the excursion and signed to say they have read and understood it.

Each coach must have a leader who is responsible for that coach on the excursion. If more than one coach an overall Excursion Leader will be appointed.

### Guidelines for Staff

- Arrive at the meeting point at least 10 minutes before the advertised meeting time.
- Ensure you have all important telephone numbers for use in any emergency. This should include the mobile phone numbers of the students.
- Always take a first aid travel pack and check the vehicle carries one too.
- Check the itinerary and stopping places with the driver. Ensure students know where and when to meet with points clearly marked on a map.
- Tick off the students before entering the coach on presentation of their identity cards and wristbands.
- Make a final head count before departure. Any changes to the list to be reported to the school. Lists to be checked at every stop.

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- On the coach a firm and friendly approach to discipline must be established from the start. Seatbelts must be worn by students and staff. Staff should place themselves strategically around the coach to ensure order.
- Students must not stand up or move around the coach whilst it is in motion.

## At the Destination

- Reinforce the rules of no drugs or alcohol and the importance of timekeeping.
- Lead students around the site being visited, giving them information or helping them find the information they need.
- Students under the age of 16 must remain with the group at all times. If within a shop or small confined area they may have limited time in two or three but staff must assess the risks e.g. exits and suitable meeting points.
- Older students must never be given responsibility for younger students.
- The visits are educational experiences and undue amounts of free-time for any students are not to be encouraged.
- Staff must ensure road safety routines are followed by groups and think of any action they would take should an unexpected incident occur.
- Staff must start and finish the excursion with the group unless given prior permission by the School Director.
- There should be no consumption of food or drink on the coaches unless consent is given by the driver.
- If there is more than one coach students should return on the same coach they arrived on.
- Staff must check the coach for lost property before they depart at the end of the excursion.

## Missing Students

There will be occasions when a student goes astray and misses a rendezvous. To minimise potential disruption the Excursion leader must:

- Carry the list of students' mobile phone numbers and call if lost or delayed.
- Ensure students have the emergency mobile phone number and are told to call it if they are lost or delayed.
- Check with other students to see if other plans had been made.
- Arrange for a member of staff to remain behind, with the mobile phone and student number, if the coach has to depart without the missing student.
- Advise the School Director of the situation and if the student has not been found within an hour liaise with the school re contacting the police.
- Be prepared to supply the police with all the information and chronological record of events.
- Staff should do their best to ensure other students are not upset by the situation and should keep them informed to avoid any rumours or panic.

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## Emergency Procedures

If an excursion should be caught up in a force majeure situation i.e. natural disaster, bomb threat or explosion the following procedure must be followed:

- All staff and students should make their way to the pre-arranged meeting point. If the meeting point is inaccessible the leaders should liaise with the drivers and select a new meeting point. Two members of staff must remain as close as possible to the original meeting point to redirect students to the new meeting point.
- Staff and students should wait at the meeting point until everyone has gathered together.
- The Excursion Leader must contact the School Director to inform them of the situation.
- Students should be discouraged from phoning home until they have returned to the school to avoid causing upset.
- In the event of students or staff being unaccounted for, the procedure for missing students should be put into place.
- Upon return to school immediate provision should be made for students and staff to contact home if possible.
- If an accident happens whilst travelling the Excursion Leader is responsible for assessing the situation and responding accordingly. The leader needs to follow the instructions of the driver, police and emergency services whilst liaising with other staff to ensure the safety of the students.
- At all times staff should attempt to remain calm and to reassure students who may be scared and upset.

Last Reviewed: **June 2023** by *Arianna Pedrini and Gary Speirs*