

Supervision Ratios Policy 2024



This policy relates to staff supervision levels for all scheduled classes, sports and recreational activities, BSS Experience featuring True Me sessions and excursions that take place at British Summer School.

The ratios indicated below shall always be met and exceeded if the age, safety, welfare of the students or logistics of the event requires it.

There is always be designated British Summer School staff member assigned to, and responsible for, every organised event and there are always enough staff on duty to deal with an emergency.

Lessons

There is 1 teacher for each class with a maximum of 14 students per class unless a temporary increase is necessary to cover teacher absences in line with our Teacher Substitution Policy.

Sports & Leisure and True Me

We operate every organised sport, leisure and BSS Experience featuring True Me session with the following minimum ratios.

Ages	On-Site (Staff:Student)	Off-Site (Staff:Student)
6-7 years	1:6	1:6
8-12 years	1:15	1:12
13+ years	1:20	1:20

Where the Activities Manager considers, or a Risk Assessment identifies, that there is a higher risk to students' safety or welfare for any particular sport, activity or event, the staffing ratio is increased.

Unsupervised Time on Trips & Excursions

For the safety of students and the reassurance of their parents / guardians, we adopt the following supervision policy for all excursions and off-site trips.

No exception can be made to this policy, even with parental or agent consent.

Age	Policy
6-11	Students are always accompanied by staff.
12-14	45 minutes unaccompanied free time in groups of at least 4 students is permitted.
15-17	90 minutes unaccompanied free time in groups of at least 2 students is permitted.
18+	No staff supervision is required.

In large towns and cities such as Brighton and London, unsupervised free time for all Under 18s is limited to a restricted area such as one street or square or a shopping centre, where staff are on duty.

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Unsupervised Time on Trips & Excursions (Moulton)

Moulton College students are offered more unsupervised time away from staff during organised trips and excursions and during their free time.

Age	Policy
15-17	Students must stay in pairs. They are required to check in with staff by phone every 90 minutes and check in with staff in person every 3 hours.
18+	Students are required to check in with staff by phone every 4 hours.

Residential Accommodation

In residential accommodation, the minimum overnight ratios are as follows:

6-11 years (Staff:Student)	12+ years (Staff:Student)
1:15	1:20

Signed:

A handwritten signature in black ink, appearing to read "S Wood".

Steve Wood
Managing Director of British Summer School

Date: 1 September 2023

Review Date: 1 September 2024