

## Social Programme Policy

### Aims of the Social Programme

1. To offer a varied social programme that will include activities that appeal to students from a variety of backgrounds and cultures.
2. To offer students an opportunity to participate in sporting/physical activities.
3. To offer students the opportunity to visit popular and interesting British destinations, providing the students with an insight into British culture and history.
4. To encourage students to interact with one another, and learn more about each other's' cultures.
5. To provide opportunities to use their conversational English in a natural context.
6. To also provide extra opportunities outside of class time to practice speaking/listening/vocabulary skills that have been studied in school.

### Overview

This procedure applies to any after school activity or weekend excursion, either on or off site. Activities conducted away from the school may increase risks, and therefore the standard of care required must reflect the level of identified risks. The Social Programme Organiser must identify any potential risks and take the necessary measures to reduce and manage these.

### Procedure

- A. Organisation and scheduling**  
Activities are organised year round, except during the two week Christmas break. The type of activity and frequency with which activities are repeated is determined by demand, volume of students and popularity.
- B. Cost of activities**  
The Social Programme is varied and the weekly calendar includes both free and charged events. Prices are clearly advertised on both the calendar and the event posters.
- C. Availability of activities**  
Activities are available to all students, unless otherwise stated (e.g. due to health concerns such as pregnancy etc.) with the exception of the Executive social activities that are arranged specifically for Executive students. Some activities are capped due to a limited number of spaces which are available on a first-come, first-served basis.
- D. Risk Assessment** Each activity is carefully risk assessed, and all risk assessments are filed away and reviewed every 12 months. Please see *Risk Assessment & Minimising Risk*. If during or after the activity, additional risks are identified, they are recorded and considered for the risk assessment should this activity take place again.
- E. Ratios**  
All activities within the Social Programme must be supervised by at least one member of staff. Please see the '*Supervision Ratios*' section for further information
- F. Promotion & advertising**  
The activities / excursions are advertised on the boards in the second floor students' room, next to a sign-up sheet for each activity, or on the fifth floor coffee lounge for

the Executive students. On enrolment, students receive the monthly Social Programme calendar inside their starter packs, which includes the cost of each activity. This monthly calendar is also available in the students' room and again on the fifth floor coffee lounge. Laminated posters are present in both lifts. Further information about the General social activities is available from the social programme team in the Social Hub (second floor student's lounge), or with regards to the Executive programme from the Executive social programme organiser who can be found on the fifth floor coffee lounge during breaks.

In the students' leaving ceremony on a Friday, General, Exams and Pre-sessional students are also reminded about the activities happening during the following week.

- G. **Feedback** All attendance lists are returned to the relevant Social Programme Organiser and filed away with the risk assessments and kept for a minimum of 12 months. Activity Leaders are encouraged to provide feedback for each activity, in order to help improve the social programme and the specific activity should it be repeated in the future. Students provide feedback either during a tutorial with their teacher, or on the Leavers' Questionnaire. An anonymous suggestion box is situated in the second floor students' room, and is checked weekly.

### **Health and Safety**

The Social Programme Organiser who leads the majority of weekend excursions, the teacher who organises the Social Programme for the executive students and the teachers who lead the weekly football games are all first-aid trained. They have all attended an approved course for 'Emergency First Aid at work' which is renewed every three years, and are able to provide basic first aid if an incident/accident occurs. For every excursion, the leader will take a first aid kit, along with the pre-visit document pack to ensure the safety of students.

When a non-first aid trained member of staff leads an excursion, the excursion will be fairly low risk and based in a main town/city easily and quickly accessible by the emergency services.

The trip leader's telephone number is always on the front of the excursion booklet which is given to students when they sign up. They are told that this is the emergency number to call/text when necessary.

The trip leader also has a list of mobile telephone numbers for all students on every excursion. The list of names for students going on the weekend excursion must be emailed to either the Quality Assurance Manager or Principal prior to the trip. Any changes on the day must then also be emailed to them so they have an up-to-date list of who is on the trip.

### **Supervision Ratios**

All of our students are over 18 years old and ratios are set depending on the activity/excursion and the identified perceived risks involved.

#### **A. Weekend Excursions**

For the majority of excursions, the ratio is 1:15. In cases when the leader is not experienced in leading excursions, it will be lower at 1:12. This is at the social

programme organiser's discretion and varies for trips. If an excursion has more than 15 students, then there always will be two leaders.

**B. Coach Travel**

For excursions that involve coach travel, the minimum ratio is 1:1coach. This may increase to 2:1coach at the Social Programme Organiser's discretion.

**C. Evening Activities** For activities such as bowling/cinema the ratio is 1:30, and for activities held within drinking establishments, the ratio is 1:15. For the Executive student activities the ratio is 1:10.

**D. Sporting / Physical Activities**

For all sporting activities, such as football and volleyball, the ratio is a minimum of 1:15. However, at the activity leader's discretion, this ratio may change, considering the risk involved in each individual activity.

Teachers are encouraged to lead activities which they have a specialist interest or knowledge in.

**Risk Assessment & Minimising Risk**

Each activity/excursion must have all risks identified prior to the date of the intended event. The leader of the activity must read through the specific risk assessment prior to the activity/excursion and sign to confirm that they have understood all risks and safety precautions. Signatures can be found at the front of the risk assessment file in the social office. This is kept for a minimum of twelve months.

If the activity/excursion leader does not have a lot of experience, they are able to take a copy of the questionnaire and use it on the activity/trip in order to guide them through. If the leader has a lot of experience, then this is not necessary, however they are given the option.

For weekend excursions, students must be briefed on potential risks and unforeseen circumstances, and how they can minimise these risks during the trip. The trip information booklet which is given to all students attending the trip contains information such as the itinerary, weather conditions, advice on clothing/ footwear etc. along with the travel timetable, the excursion schedule and general information with regards to the destination. This handout may include additional information such as maps, or a contingency itinerary.

**Emergency Procedures**

For every weekend excursion, leaders are given a pre-visit document pack. This includes names and phone numbers of everyone on the visit, medical information for those with conditions or taking medication, the nearest A&E hospital name, address and phone number, an itinerary and route map along with an emergency response page.

**Late Students**

On weekend excursions, activity leaders must follow a protocol for students arriving late at the meeting point to return home or for leaving for the excursion. If students wish to stay at the location for longer/ overnight they must tell the activity leader beforehand or via the phone.

When meeting to leave for the excursion in the morning, if a student is late the activity leader will try to contact them and find out how far away they are. If going by coach, the group will wait for up to 15 minutes for the student. If going by train, the wait will be determined by the train times – if trains are frequent (every 15 minutes for example) the group will wait until the next train. If the train times are more than this, the group cannot wait for late students.

When arriving at a destination, or whilst the students are still on the coach, the activity leader will tell them what time they must return to the coach/ meeting point. Students are told that if they are late getting back, the rest of the group will leave without them. Students are reminded to call if they are late or lost.

If any student fails to return to the coach, the activity leader will call their mobile number. If there is no response, the other students are asked if they know anything of their whereabouts. If a student is missing in an enclosed area such as castle grounds, the activity leader can make a quick search while the other students remain with the coach. If you are in a town/city, the activity leader will not attempt to find the student(s) but wait at the meeting point.

- **When travelling by coach**

The activity leader will wait up to 45 minutes before starting the return journey home. If the student is contactable, the student will be given comprehensive information about alternative ways of getting home.

- **When travelling by train**

If there are two or more activity leaders, one leader may stay behind and wait for the late student(s). This is at the activity leader's discretion, and is based upon certain factors, e.g. the student's level of English, whether or not they are contactable by phone, and how confident the leader is in the student's ability to get home alone. If no leader stays behind, the student must be told the times of the next available train.

Students are told about our policy with regards to lateness prior to the trip, and asked to communicate with the leader with regards to delay or change of plan during the excursion, via the social programme telephone number. Whilst the activity leader must do whatever they can to make sure all the students return together, we cannot guarantee that someone can wait behind for them.