



## OISE Bristol Supervision of Juniors Policy

### General

For the purpose of this policy, juniors are defined as students over the age of 16 and under the age 18.

All staff coming into contact with juniors will be DBS checked, or, where this is not possible, will sign a disclaimer stating that they are not unfit to work with minors/juniors.

All organised social activities will be staffed with a minimum ratio of one adult to 15 juniors.

### Policy Statement

OISE Bristol activity leaders and/or other members of our team will accompany and monitor junior students at all times on trips and activities both on- and off-site. There is a high ratio (at least 1:15) of supervisors to students on our junior courses.

### Action

While it is the role of OISE Bristol activity leaders to directly supervise all juniors and effectively monitor the group as a whole during social programme activities, those students without an accompanying group leader will be identified and especially looked after. It is acknowledged that group leaders are responsible only for students in their own group.

Activity leaders will have a copy of the risk assessment for each trip and carry on monitoring the risks whilst on the visit, and ensure that students stay in groups of three (minimum) during remote supervision. They will clearly understand the emergency procedures and be able to carry them out.

Staff will be on hand to supervise at the following 'critical moments' each day:

- Before class
- Break times
- Arrival days

'Free time'. As OISE Bristol is located in a city centre, there will necessarily be short times of day when it is not possible for all students to be chaperoned. Examples include commuting to and from school, lunchtime, and any time between the end of activities and going home. The following steps are taken:

On arrival, all students will attend an induction where personal safety is discussed.

All juniors will be taken on an orientation walk of the city to show the meeting points for excursions and activities and to give more information about the town, general safety and behaviour.

Group leaders will be reminded of their duty of care to their students.

Particular attention will be paid to those students who are not part of a group. In particular, staff accompanying them in classes or activities immediately prior to 'free time' will find out where they intend to go.

### Training

Advice and guidance on the care of juniors during social programme activities both on- and off-site is provided in the Junior Activity Leader Handbook and reinforced in the pre-course induction meeting. OISE Bristol actively tries to recruit junior activity leaders who have had first-hand experience of working with juniors, which means they have received a grounding in the health and safety of children on activity programmes.

Updated and reviewed January 2017.

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