



SUPERVISION POLICY

APPROVED BY: Nathan Santangelo-Barber

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NEXT REVIEW DUE: 04/03/2021

RESPONSIBILITY FOR REVIEW: Chris Evans / Nathan Santangelo-Barber

Cavendish School of English has been operating since 1983 and prides itself on its attention to the safety and well-being of the students as well as its safety record.

Every care is taken to ensure that the students are safely supervised.

Cavendish School of English and our sister company Panke Sprachreisen provide fully trained Activity Leaders for all of our 'holiday' students prior to the commencement of the tour with group training sessions, a thorough arrival meeting, ongoing training and supervision and the provision of an Activity Leaders' Handbook to provide a constant source of guidance and support.

Ratio Policy:

Students Under 16 - 15 students per adult

Unsupervised Time

Students are allowed to leave the supervision of their adult provision subject strictly to the rules set out below:

Students 13-15 years of age:

May explore unsupervised (e.g. during excursions in towns of interest) strictly in groups of min. 3 students **AT ALL TIMES** and must check in every two hours with group leaders.

Students of 11 to 12 years of age or younger:

Students without parental consent will be supervised by our adult Orange Leaders at all times during excursions.

Any student abusing this trust and splitting from their group of at least three students are subject to disciplinary action from the school.

Independent Travel

If an Under 18 requests a holiday or day off with an overnight stay, an 'U18 Parental Consent form' must be completed before permission is granted.

Note:

- Local visits on their own outside of class times to Poole, Christchurch or Swanage, which are all accessible via "Yellow Bus", **will not** require written authorisation.
- A day trip booked or organised through the travel companies in the school, such as London, Oxford, Bath, Jurassic coast, etc. **will not** require written authorisation from the parents.
- A day trip not booked or organised through the travel companies in the school **will** require written authorisation from the parents.
- Any overnight trip, regardless of whether it has been booked through the school, going with friends or relatives, **will** require written authorisation from the parents.

Thorpe Park Saturday Excursions:

Staff / student ratio of 1:15. There will be a minimum of 2 members of staff for all groups plus the coach driver.

General Curfew Times:

Homestay host and Orange Leaders are asked to ensure strict adherence to:

- 12 Years and under - No unsupervised free time
- 13-15 years old - 21:30hrs
- 16 years old - 22:30hrs
- 17 years old - 23:30hrs
- 18 years plus - (a mutually convenient time with the homestay provider)

Curfew Times for Under 18s on an adult course:

Must always be home for curfew times as set down below:

- 16 years old - 22:30hrs
- 17 years old - 23:30hrs

If an U18 returns home after the curfew times, the homestay provider will contact the school and appropriate action will be taken. Contact can be made out of hours using the homestay emergency number.

School Groups and International Groups

School groups with teachers leading the group and International Groups will be asked to provide suitable supervision in line with the above policy.

In the rare circumstances where a group intends to travel without sufficient leaders to cover the 1:15 ratio, every effort will be made by CSE to provide additional staff and/or adult supervision, at all points of the program where the ratio may fall below 1:15.

Meeting Students on Arrival

Students will be met on arrival or at the airport by a trained member of staff who will give them a welcome pack or briefing on the school. This will include safety advice and information about their Homestay host and their daily transportation to and from school.

Airport Departures

Junior students will always be accompanied to the airport by a member of staff.

The Airport Departure Procedure as follows:

- The member of staff will take all students to their check-in desk.
- Staff check where the security gate is.
- Staff will show students where they will have to proceed to security after checking in.
- Staff will wait until all students have queued up properly (which airline), checks that they have their passport and then leaves.

One member of staff is required per terminal.

Student Handbooks

These are available for both Adult and Junior students and give details and advice on how to have a safe and happy stay at the school. These can be requested if lost from the reception at any time. For Junior students the role of the Orange Leader may supercede the need for a Student Handbook but students may still request these and their availability is made known to students at the time of arrival, as well as being available throughout the school. Additionally, all students and parents are advised to read the Cavendish School policies on our website.

Emergency Phones

All students are given an emergency 24 hour leader phone numbers for their group. The school has a 24 hour emergency telephone number for the leaders to contact.

Sick Students

Students who feel unwell will be dealt with by the First Aiders. Alternatively local Doctors services will be advised or 111 will be called, and assistance given to any student that needs medical attention from a DSP.

Staff

Staff dealing with students will have an enhanced DBS or national equivalent. All staff complete a self declaration form to confirm their suitability to work with young learners too.

Homestay host

Students will be placed with Homestay hosts that have been chosen in accordance with EnglishUK and British Council guidelines as a minimum requirement and will have been deemed suitably fit by declaration to house such students. Students on our Adult courses will not be housed with Junior Students.

Feedback

Cavendish School operates a 100% feedback policy giving all students an opportunity to improve the experience of future students. Homestay host / Teachers / Staff / Excursion & Activities are all subject to review and constant improvement.