

At the Airport

Arrivals

- A designated representative will meet groups and individuals at a ratio of 1:20 including group leaders
- Any group of less than 3 students arriving outside of standard hours or airports will not be supervised by a member of staff during their arrival, but instead by a designated driver/chauffeur or equivalent (who will meet safer recruitment legislation) This will be communicated to parents/agents in advance

Departures

- Groups will be seen onto their coach by Oxford Spires staff (except where not possible or in unsocial hours) and then supervised during departure by their group leaders
- Individuals travelling as unaccompanied minors will be supervised by staff
- Individuals not travelling as unaccompanied minors will be supervised by staff or the driver/chauffeur until they reach airport security

Offsite Activities/Excursions

- Group Leaders cannot supervise students outside of their own group at any time.
- Students aged 13+
 - A minimum staff/student ratio of 1:20 will be upheld at all times. Group leaders are additional and not considered in this ratio
- Students aged 12 and under
 - A minimum adult/ratio of 1:10 at all times, of which at least one adult for every 20 students is staff

Free Time on Excursions

- Supervised Free Time:
 - Students aged 13 years and under, and students without written parental consent, do not have permission to have unsupervised free time. During any periods of free time, they must be accompanied by a staff member or their group leader at a ratio of 1:10
- Unsupervised Free Time:
 - Students aged 14 years and over, with written parental consent, are permitted to have unsupervised free time during excursions. Consent must be confirmed by senior staff
- The following rules must be observed:
 - Students must be in groups of 3 or more
- Students must “check in” with staff at a designated meeting point every hour
- Students must be wearing the emergency number wristband and have their phones
- Unsupervised free time must only take place in predetermined areas of a city, such as pedestrian-only zones and shopping centres
- A member of staff must wait at the designated meeting point for the duration of the unsupervised free time, in case any students need to return early



Onsite Activities/Lessons

- Students will be supervised at a ratio of 1:20, which includes group leaders. Students must never be left unsupervised during an onsite activity or in a classroom
- Mealtimes and breaks will be supervised by staff and group leaders on a rota basis
- Group Leaders cannot supervise students outside of their own group at any time

Student Sickness

Homestay Students

- Homestay students who are unwell will stay at home with an adult member of their host family, or with their group leader, if possible. If neither option is possible, the school will arrange for the student to get to school in private transport or a taxi, where they will be cared for and supervised onsite

Residential Students

- Residential students who are unwell will stay at the residence with a staff member or with their group leader, if possible. If neither option is possible or practical, the student will be cared for and supervised onsite at the school

Any student taken to hospital or medical centres will be accompanied by a member of staff and/or their group leader as appropriate.

Residential Supervision

Free Time in the Residence

- Students will be supervised at a ratio of adult/student 1:20, including group leaders

Overnight Supervision

- At least one member of staff per block will be “on call” overnight every night, overseeing a maximum of 60 students (but no more than 20 *individual* [non-group] students aged 12-17 or 15 students aged under 12) plus one group leader per group of 20 students aged 12-17 or 15 students aged under 12
- Group leaders cannot be counted in ratios to students outside of their own group
- A senior member of staff will also be allocated each night, to be referred to in emergencies and lead any evacuation
- On call staff duties are outlined separately