

Bucksmore Excursions and Free Time Supervision Policy

Bucksmore takes its responsibility to safeguard our students from harm at all times extremely seriously, including during the less formal periods of free time between lessons and on excursions. The majority of Bucksmore students are new to the cities where they are studying or visiting on excursions, and so it is incumbent on Bucksmore staff to ensure that they are safe (and feel safe) at all times.

Students who are attending courses advertised as being for those between the ages of 10 to 13 are supervised in-person by a responsible member of Bucksmore staff at all times and do not receive unsupervised free time. For older students, the following policy is in operation:

- Students will be told that they must have a mobile phone prior to arriving on a Bucksmore programme. They will be asked for their mobile phone number, which will be saved on their record on Bucksmore's student management system.
- A full risk assessment will be conducted prior to each excursion, and as part of the risk assessment process decisions will be made about the areas within which it is considered safe for students to stay during any period of free time on the excursion. Any potential risks within this designated area will be ascertained and measures put in place to mitigate these risks.
- Whenever an excursion has periods of remote supervision, there will be a briefing prior to the excursion. At this briefing, students will be instructed on the designated area that they must stay within during the period of remote supervision and reminded that they are not allowed to take public transport.
- The length of time when students are not under the in-person supervision of a member of staff is limited to 1 hour for those on courses for 13-16 year olds and 2 hours for those on courses for 16-18 year olds.
- When students are not under the in-person supervision of a member of staff, they are supervised remotely (for example, when they sign out of the centre or have shopping time on an excursion).
- At times when students are remotely supervised, they must be in groups of a minimum of 4, and must be contactable, with mobile phones switched on, at all times.
- One member of staff will be stationed in a central location that students can reach easily if they need support; that member of staff will have:
 - The trip smartphone
 - A list of students' mobile phone numbers (printed from the student management system)
 - A list of which students are together in groups
- Each group must check in with Bucksmore staff halfway through each period of remote supervision by sending a message to the trip smartphone, confirming that all members of the group are accounted for.
- Where students are at an excursion venue with a single entrance / exit, at least one member of staff will be stationed at this entrance / exit at all times.
- Where there are multiple entrances / exits at an excursion venue, or when students have periods of remote supervision, staff will roam the designated area.
- Any student found to have not followed the remote supervision rules (e.g. they didn't stay in a group of 4 or went outside the designated area) will lose the right to remotely supervised free time and will have to stay with a member of Bucksmore staff at all times until the end of their course.

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As part of the booking process, Bucksmore always gains consent from parents/carers (or a group leader who has parental consent to act as 'in loco parentis') for their child to have remotely supervised free time. Where this consent is not granted, the child or young person will always be supervised in-person by a member of Bucksmore staff, regardless of their age.

A risk assessment is produced by the Activity Manager, and signed off by the Centre Manager, for all activities and excursions. These risk assessments are read, and signed to say that they have been understood, by every adult involved in supervising the activity or excursion (whether they are a member of Bucksmore staff or a group leader). Bucksmore's risk assessments are living documents which reflect the situation 'on the ground', and as such they are reviewed regularly, including throughout the activity or excursion, in light of evolving situations. Our aim in producing every risk assessment (based on guidance from the HSE) is to identify hazards, decide who might be harmed and how, evaluate the risks and decide on precautions, record any significant findings and review the assessment and update if necessary. The risk assessment process is overseen by Bucksmore's Operations Manager, who has received the appropriate training, under the supervision of the DSL.

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