



## **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.

### **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. It is the role of the Student Services Manager to 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 Christmas break and on Bank Holidays (although with some exceptions depending on student numbers and demand). 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. Approximate prices are clearly advertised on the monthly calendar (due to changes in train prices etc.) and finalised prices are clearly advertised on 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. Students on the



30+ course are able to attend both the General English and Executive social programmes. 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* for further information. 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 via posters and sign-up sheets on the boards in the students' lounge, and on the 2<sup>nd</sup> floor landing for the Executive students. On enrolment, students receive the monthly Social Programme calendar inside their starter packs, which includes an approximate cost for each activity. Further information about the General English social activities is available from Student Services (Reception). General English and Exams students are also reminded about the activities happening during the following week at the students' leaving ceremony is every Friday.

**G. Feedback**


Following an activity/excursion, leaders let Student Services know of any students who did not show or any extra students who attended. Bookings for weekend trips are taken in student services. There are no sign up sheets for this, but the student list is completed once payment is taken and is saved in the data base. 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 also situated in the students' lounge and is checked weekly.

**H. Cancellation**

Although we do our best to ensure all activities/excursions go ahead, due to certain reasons outside of our control, some may be cancelled. Please see the *Cancellation* section for further information.

## **Health and Safety**

Most members of the Student Services team are first-aid trained, and will have 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 accident should occur. If members of the teaching body frequently enlist to lead social programme activities, we will ask that they also are certified for an "Emergency First Aid at Work" course. For every Saturday



excursion, the leader will take a first aid kit, along with the pre-visit document pack to ensure the safety of students. For activities that take place on site, there is always a first aid kit situated in the school should it be required. For those which take place off-site, we aim to go to places which are required to have first aid kits (for example, cafes, restaurants, local tourist attractions).

When a non-first aid trained member of staff leads an excursion, we aim to go somewhere fairly low risk and based in a main town/city which is easily and quickly accessible by the emergency services.

The leader will take the social programme mobile phone with them on the excursion and the social programme number is always on the front of the excursion booklet which is given to students when they sign up. Spare booklets are taken by the leader should any student forget theirs. Students are told that this is the emergency number to call/text if necessary.

The excursion leader will have an enrolment list which contains contact information for all student's attending the excursion.

To ensure that leaders are appropriately trained, staff will not be permitted to lead any excursions without being the support leader on at least two excursions/activities beforehand. Once they have had this experience, they are able to lead an excursion by themselves. This is at the discretion of the Student Services Manager and the member of staff – if it is thought that they need further training, they will continue to be support leader until confident enough to be leader.

## **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, particularly for excursions involving train travel, the ratio is 1:12. For local activities outside of the school, the ratio may be higher. In cases when the leader is not very experienced in leading excursions, it will be lowered to 1:8. This is at the Student Services Manager's discretion and varies for excursions.

### **B. Evening Activities**

For activities such as bowling/cinema the ratio is 1:20, and for activities held within drinking establishments, the ratio is 1:15. For the Executive student activities the ratio is 1:10.

### **C. 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.

These ratios are flexible and take into consideration the risks associated with the particular activity/excursion. In order to make the activity/excursion as enjoyable for students and as cost effective for the school, the ratios and numbers required for activities/excursions to go ahead are at the Student Services Manager's discretion and in conjunction with Operations.

Teachers are encouraged to lead activities that they have a specialist interest or knowledge in, and are given opportunities to be involved in the Social Programme.


## **Risk Assessment & Minimising Risk**

Risk assessments for each activity/excursion are completed by Student Services prior to the activity/excursion taking place. These risk assessments identify **all risks** for each activity/ excursion, and the control measures we need to put in place in order to minimise risk. The assigned leader (and support) 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, and the control measures we have put in place. Any queries should be directed to Student Services. Signatures can be found at the front of the risk assessment file, which is kept in Student Services (Reception). 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/excursion as a guide. If the leader has a lot of experience, then this is not always necessary, however they are always given the option.

For weekend excursions, students must be briefed on potential risks, and how they can minimise these risks during the excursion. This information can be found in the trip information booklet which is uniquely prepared for each weekend excursion. The excursion information booklet which is given to all students attending the excursion contains information such as the itinerary, weather conditions, advice on clothing/footwear etc. along with the travel timetable and general information with regards to the destination. This booklet may also include additional information such as maps, or a contingency itinerary. Weather conditions and advice on clothing, footwear is usually posted in the trip WhatsApp group prior to the trip.

For weekend excursions, an enrolment list is produced by the database, which includes students' contact information. This is printed out and given to the excursion leader. The



Student Services Manager is notified of any changes, such as students not showing up on the day due to illness, on Monday morning.

Additional factors which arise during the trip may be added. These forms are reviewed by Student Services on a regular basis and the pre-risk assessments are updated accordingly. Risk assessments are formally reviewed annually, or when deemed necessary by the Student Services Manager.

## **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.
- The nearest defibrillator address.
- An itinerary (and route map when required).
- Emergency response page.

In the event of an incident or emergency, the excursion leader would take charge of the situation. Leaders/support leaders are given the LSI Portsmouth emergency telephone number in the Social Programme Handbook and are able to call this number if necessary (e.g. in the event of injury or major incident).


## **Late Students**

On weekend excursions, we try our best to 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 a weekend 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 train, the wait will be determined by the train times – if trains are frequent (every fifteen 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, the activity leader will tell them what time they must return to the meeting point.

- **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 excursion, and asked to communicate with the leader with regards to delay or change of plan during the excursion, via the emergency contact telephone number given to them on the front of the excursion information booklet or via the trip WhatsApp group. Whilst the activity leader should do everything they can to make sure all the students return together, we cannot guarantee that someone can always wait behind for them.

If the leader of the excursion is unsure of what to do in a situation, they are able to contact the Student Services Manager who may offer assistance.

## **Cancellation**

In some cases we may have to cancel activities/excursions. Although we do our best to avoid this, there are some cases which require cancellation. These include when we consider the students' safety to be at risk or when there are too few students to make the activity/excursion viable (or enjoyable).

When cancellation occurs, we offer alternatives where appropriate and make recommendations for other activities students can do without a leader. If required, students are given detailed information regarding travel, costs, things to do etc. so they are fully prepared to go somewhere without supervision.

In order to make an activity/excursion enjoyable for students and as cost effective for the school, we aim to have a minimum of five students for a weekend excursion. In terms of activities, the minimum number is variable and is to be decided by the Student Services Manager. For example, a cinema activity requires a minimum of five students, whereas an evening activity at a drinking establishment may require a minimum of eight students.

These numbers are variable at the Student Services Manager's discretion and are not fixed.