



Burlington School

— Excellence in English —



Supervision and Staffing

Policies, Procedures and Legal Frameworks

Accredited by the
 **BRITISH COUNCIL**
for the teaching
of English in the UK



TRINITY
COLLEGE LONDON
Registered Examination Centre 46190



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Summary

Aim	<p>At Burlington School the safety and safeguarding of all students is paramount. The following policy aims:</p> <ul style="list-style-type: none"> • to ensure that measures are in place to ensure the safeguarding of all students on Burlington School activities, both on and off Burlington School premises • to ensure that measures are in place to promote the health and safety of all students on Burlington School activities, both on and off Burlington School premises • to ensure that measures are in place to provide adequate first aid to all students on Burlington School activities, both on and off Burlington School premises • to ensure that measures are in place to inform and assist all students in the event of a terrorist attack. • to inform Burlington School students, staff, representatives and sub-contractors, and visitors of their responsibilities regarding staffing and supervision. • to highlight our commitment to best practice in these areas..
Applies to	<ul style="list-style-type: none"> • School Management • Academic Management • Student Support staff • Marketing and Sales staff • Accommodation staff • Teaching staff • Activity Leaders • External tour operators • School Safeguarding team
Approved by	Managing Director
Responsibility for update	Managing Director & Operations Manager
Date of approval	April 2023
Proposed date of review	April 2024

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Introduction

Staff involved in excursions and off-site activities should be fully aware of the standards of care demanded of them by the law. Such standards are those which from an objective point of view can reasonably be expected from competent teachers generally applying skill and awareness of children's problems, needs and susceptibilities. The law expects that a staff member will do that which a parent with care and concern for the safety and welfare of his or her own child would do, bearing in mind that being responsible for up to twenty pupils can be very different from looking after a family.

The legal duty of care to children can be influenced by the activity engaged in, the location of the activity, the age of the children, the available resources and the size of the group. Staff members are also under duties to do all that is reasonable in the circumstances for the purposes of safeguarding or promoting the welfare of children.

This means in practice that a teacher must:

- ensure supervision of the pupils throughout the journey or visit according to professional standards and common sense; and
 - take reasonable steps to avoid exposing pupils to dangers which are foreseeable and beyond those with which the particular pupils can reasonably be expected to cope.
- For all activities and excursions, risk assessments must be carried out in advance. These must be signed before the activity commences by all staff involved in the activity as well as the manager responsible for Safeguarding.

The need for direct supervision has to be judged by reference to the risks involved in activities being undertaken.

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Adult to child ratios

When working with groups of children and young people there must be enough adults to provide the appropriate level of supervision.

Although there is no specific guidance about supervision ratios for activities, Burlington School follows the below guidelines for supervision ratios:

For low-risk activities (such as teaching, mealtimes and on-site activities):

11 - 13 years	one adult to twenty children
14 - 17 years	one adult to twenty children

For higher-risk activities (such as off-site activities and excursions):

11 - 13 years	one adult to fifteen children
14 - 17 years	one adult to fifteen children

Please note that Group Leaders are expected to help with the supervision of the children in their group. However:

- They may not take any responsibility for children not in their group
- Burlington School reserves the right to remove Group Leaders from supervisory duties if it is felt that the duty of care they provide is inconsistent with Burlington School procedures and policies; such circumstances include but are not limited to:
 - failing to supervise students when expected to
 - failing to report student absences
 - allowing students to act in such a way that contravenes UK law or Burlington School safeguarding or health and safety policies

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Toilet ratios

If the group has both boys and girls there should be at least one male and one female responsible adult supervising visits to the toilet.

In larger groups, students should be encouraged to take a comfort break together with one responsible adult while the other adult(s) supervises the remaining children and keep a head count.

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First aid ratios

We aim to have one adult present on activities and excursions who is trained in First Aid.

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Supervision Procedures

Public Transport



When passing through ticket barriers:

- One member of staff should pass through first, and stand to one side, out of the way of the public.
- One member of staff should wait outside the barrier and usher the students through.
- The students should then wait with the first member of staff.
- Please make sure students keep to the side and do not get in the way of other people.

At busy stations, speak to the member of TfL staff at the barrier - they will sometimes open a barrier and let the students pass through.

When using escalators:

- One member of staff should lead the way and stand on the right.
- One member of staff should get on the escalator last.
- If there is a third member of staff, they should be in the middle of the group.
- When the first member of staff reaches the top/bottom, they should stand to one side, and the students should join them.
- Make sure the students stand on the right.
- Do not allow them to walk or run up and down escalators.





When boarding public transport:

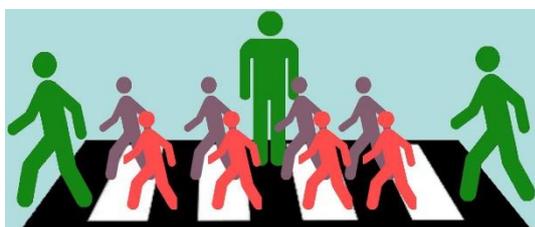
- One member of staff should stand in the doorway.
- One member of staff should remain on the platform/pavement to usher the students on. This member of staff should be the last person to board the bus/train.
- If there is a third member of staff, they should board the train/bus first and supervise the students.
- If a train is busy, or if the group is large (over 20 students), split the group and use separate doors.
- If any students get left behind, the member of staff should take the next available train or bus. Staff members should liaise by phone or WhatsApp to ensure they meet up at the destination.

Public Spaces



When walking with a group in public spaces:

- One member of staff should lead the way.
- One member of staff should be the last person and count students from time to time.
- If there is a third member of staff or a group leader, they should be in the middle of the group.



When crossing a road:

- One member of staff should lead the way.
- One member of staff should be the last person and encourage students to hurry up.
- If there is a third member of staff or a group leader, they should be standing in the middle of the crossing.

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Appendix 1: Safeguarding and Welfare Staff



Safeguarding, Welfare & Prevent Team

If you are worried about anything or unhappy, please speak to a member of the Safeguarding, Welfare & Prevent Team



Ed West
Accommodation Manager & DSL
Designated Safeguard & Prevent Lead
accommodation@burlingtonschool.co.uk
+44 (0)7539 156567
See me about
your accommodation & welfare
Message me
on WhatsApp



Designated Safeguard & Prevent Lead

See this person when...

- you are feeling unhappy about something
- you are feeling worried about something
- you are being bullied
- you are worried about somebody else
- you have some questions about British culture and values



Talissa Wright
Director Of Studies
Deputy Designated Safeguarding Lead (Adult Programme)
dos@burlingtonschool.co.uk
See me about
the school, your course & welfare

Deputy Designated Safeguarding Lead (Adult Programme)

See this person when...

- you are feeling unhappy about something
- you are feeling worried about something
- you are being bullied
- you are worried about somebody else



Clare Solomon
Young Learner Programme
Coordinator
Deputy Designated Safeguarding Lead (Young Learner Programme)
younglearners@burlingtonschool.co.uk
See me about
Young Learner Programme & Welfare

Deputy Designated Safeguarding Lead (Young Learner Programme)

See this person when...

- you are feeling unhappy about something
- you are feeling worried about something
- you are being bullied
- you are worried about somebody else

24-hour emergency number

If you need help at any time, please call the school's 24-hour emergency phone:

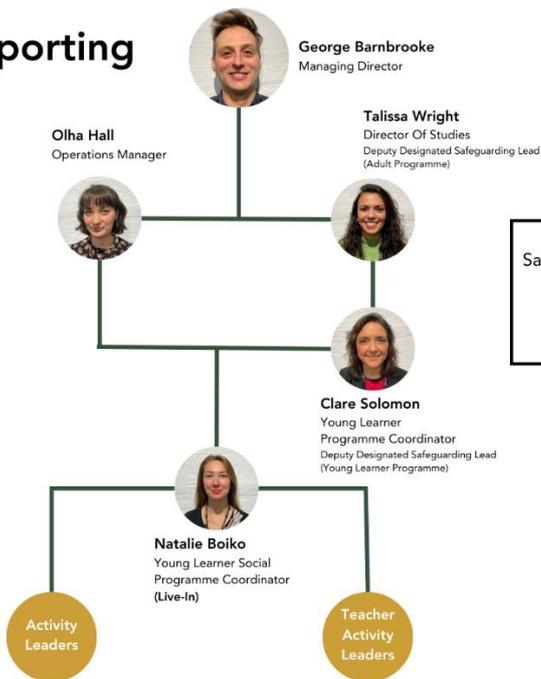
- From UK Phones: 07539156567
- From non-UK Phones: +44(0)7539156567

Reporting Channels for staff:

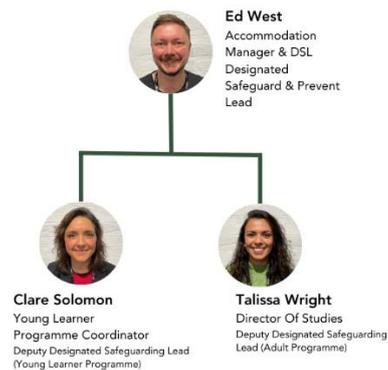


Reporting Structure for Activity Leaders

Reporting



Safeguarding



Safeguarding issues must be reported to the safeguarding team immediately

Example

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Appendix 2: Anti-Bullying Poster



Bullying and Discrimination

Are you being bullied? Tell us!
Do you think someone is being bullied? Tell us!



**At Burlington School,
we do not tolerate
bullying of any kind.**



Edward West

Accommodation Manager and
Designated Safeguarding Lead

accommodation@burlingtonschool.co.uk

020 7736 9621

See me if

- you are being bullied
- you think someone is being bullied
- you are being discriminated against



Talissa Wright

Director of Studies

dos@burlingtonschool.co.uk

020 7736 9621

- Deputy Designated Safeguarding Lead for Adult Programme
- Specialist safeguarding training for designated lead (formerly level 3)



Clare Solomon

Young Learner Programme Coordinator

younglearners@burlingtonschool.co.uk

020 7736 9621

- Deputy Designated Safeguarding Lead for Young Learner Programme
- Specialist safeguarding training for designated lead (formerly level 3)

Credit: Photos by Burlington School.

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Appendix 3: Health and Safety Staff



First Aid, Fire and Health & Safety Staff

Office Staff



Academic Staff



Live-In Staff



Facilities Staff



