**STAFF RATIOS – WELFARE**

**Updated Feb 2017**

**Supervision ratios for staff used on leisure activities**

Staff employed to carry out on-site or off-site activities have a duty of care for students in their charge. Staff will be informed of what is required of them and a risk assessment will be done for each activity. All activity staff will hold a current DBS Enhanced Disclosure.

On all excursions staff must be equipped with a first aid kit, school mobile phone and an information pack about the destination to include map, itinerary and useful area information.

Staff taking activities must be aware of their responsibility to the students under their charge. They must not at any time leave students unattended if they are under 16. They must insist that these students are to stay with them at all times. If the students are in a group then this responsibility can be given to the leader from this group (with prior agreement) assuming they are of a responsible nature and of an appropriate age and maturity to look after this age of student.

Staff selected for activities programme must be employed staff of the school. The school do not accept or insure non employed staff to assist in any excursion or visit.

The ratio of staff to students for the various programmes we offer is up to 1 to 15 for the main school. However if the students are under 16 then the ratio reduces up to 1 to 12.

Staffs and students are insured while they are conducting an activity organised by the school and run on or off site.

If a serious problem is encountered during a trip, the school must be informed immediately via the 24/7 emergency number (found on all school mobiles) and briefed on the problem so a plan of action can be adopted and appropriate action taken. All staff on trips will have the necessary phone numbers to contact, including the Principal’s details in the event of a major incident.