

SOCIAL PROGRAMME POLICY

Social Programme Policy

1. Purpose and Scope

The Social Programme at Beet Language Centre is an integral part of the student experience, designed to support language learning through cultural immersion, social interaction, and engagement with the local and wider UK environment.

This policy sets out the procedures and responsibilities for the safe planning and delivery of all social activities, including:

- Evening activities (Monday–Friday)
- Afternoon activities
- Weekend excursions

It applies to all students and staff participating in or organising these activities, with specific provisions for students aged 16–17.

2. Organisation and Responsibility

The Social Programme is managed by the **Social Organiser**, who is responsible for:

- Planning and scheduling activities
- Conducting or overseeing risk assessments
- Assigning staff to activities
- Ensuring adequate supervision levels
- Liaising with the DSL/Deputy DSL where required

Each activity or excursion will have a **designated staff member in charge** (Teacher-in-Charge, TIC), who is responsible for:

- Participant supervision
- Register checks and attendance
- Emergency procedures
- Student welfare during the activity

All staff involved in the Social Programme share responsibility for student safety and must follow safeguarding procedures at all times.

3. Types of Activities

3.1 Evening Activities

Held Monday to Friday at the school. Examples include:

- Quizzes
- Games nights
- Music nights
- Social events

3.2 Afternoon Activities

May include:

- Seasonal sports activities
- Weekly speaking clubs

3.3 Excursions (Weekend)

Weekly excursions to destinations outside Bournemouth, typically using private coaches.

Students usually depart from the school; external providers may use alternative central meeting points.

4. Risk Assessment

- All activities are subject to a **risk assessment**, conducted by the staff member responsible for the activity/excursion.
- Risk levels are reviewed in relation to:
 - Location
 - Group size
 - Number of under-18s
 - Nature of the activity
- Additional staff are assigned where increased risk is identified (see also: **7. Supervision**).

5. Safeguarding and Under-18 Students

Beet accepts students aged 16+. The safety of students aged 16–17 is a priority, and all procedures must align with the school's Safeguarding Policy.

5.1 Identification and Registers

- Under-18 students are clearly identified on all passenger and attendance lists.
- Contact phone numbers are recorded for all participants.

6. Excursions Procedures

6.1 Pre-Departure

- Teachers check attendance before departure.
- Under-18s are confirmed present by the TIC.
- If an under-18 student does not arrive:
 - The TIC attempts contact via mobile or homestay
 - If no response, the Beet emergency number is contacted
 - The DSL follows up; the coach departs without the student

6.2 During the Excursion

- Students must have:
 - The TIC's contact number
 - Their own mobile phone where possible
- Under-18s may:
 - Stay with the teacher throughout, or
 - Have free time if deemed appropriate by the TIC

6.3 Free Time (Under-18 Protocol)

Where free time is allowed:

- Students must stay in groups of **at least three Beet students**
- Students remain in a defined central area
- Students must:
 - Contact the TIC at **3pm**
 - Confirm their location and wellbeing
- If no contact is made:
 - The TIC contacts the student and their group members

All group members share responsibility for reporting if an under-18 becomes separated.

Teachers remain in a central, accessible location at all times.

6.4 Return and Missing Students

- Attendance is checked at the meeting point
- If an under-18 is missing:
 - Immediate attempts to contact are made
 - The coach waits a maximum of **20 minutes**
 - One teacher remains on site and contacts:
 - Beet emergency line
 - Local authorities if necessary
 - Remaining students return under supervision

7. Supervision Ratios and Staffing

Staffing levels for social activities and excursions are determined by the number and age of students attending, the nature of the activity and the relevant Risk Assessment.

For excursions, the normal minimum BEET staffing levels are:

- **1 teacher:** up to 35 students
- **2 teachers:** 36–49 students
- **3 teachers:** 50–75 students

These ratios apply to the overall number of students attending. However, where students aged 16–17 are present, a minimum supervision ratio of **1 responsible adult for every 15 students aged 16–17** must also be maintained.

The under-18 supervision ratio takes precedence where it requires a greater number of responsible adults than the normal excursion staffing level.

For example, an excursion of 30 students would normally require one teacher. However, if 16 of those students were aged under 18, at least two responsible adults would be required in order to maintain the 1:15 under-18 supervision ratio.

An accompanying Group Leader may count as a responsible adult for the purposes of the 1:15 under-18 ratio where they are responsible for supervising members of their group.

The ratios above are **minimum requirements**. The Risk Assessment may identify circumstances in which additional staff or responsible adults are required because of the nature of the activity, destination, student needs or other relevant factors.

8. Evening and Other Social Activities

For social activities involving students aged 16–17, a minimum supervision ratio of **1 responsible adult for every 15 under-18 students** must be maintained.

Where more than 15 under-18s are attending, sufficient additional responsible adults must therefore be present to maintain this ratio.

The relevant Risk Assessment may require a higher level of supervision, but the minimum 1:15 ratio for students aged 16–17 must always be maintained.

9. External Providers

Where excursions are organised by external providers:

- Students may travel independently to a central meeting point
- The provider assumes responsibility for supervision
- Beet ensures that:
 - Providers are reputable
 - Risks have been reviewed appropriately

10. Overnight Travel

Students aged under 18:

- **May not stay overnight away from Bournemouth without written parental/guardian permission**

11. Emergency Procedures

In all activities:

- Staff must carry emergency contact information
- The Beet emergency number must be used in urgent situations
- Any safeguarding concern must be reported immediately to the DSL or Deputy DSL

Incident report forms must be completed following any:

- Accident
- Safeguarding concern
- Serious behavioural issue

12. Review and Monitoring

This policy is reviewed annually or sooner if:

- Safeguarding procedures change
- New risks are identified
- Feedback from inspections or incidents requires updates

Policy reviewed: June 2026 – Senior Management

Next review due: June 2027