

Department	Language in Action	Implementation Date	15 th May 2026
Official name of the policy	Student Supervision Policy (v2.0)	Last Reviewed/Update Date	15 th May 2026
Policy Owner	Adam Ennis (Head of Juniors)	Approval Date	15 th May 2026
Policy Approver	Emiliano Sallustri (Managing Director ELT – Designated Safeguarding Lead)	Next Review	15 th May 2027

Student Supervision Policy

1. Overview and Aims

Language in Action is committed to ensuring the safety and wellbeing of all students under the age of 18 throughout their stay. This policy sets out the supervision arrangements in place across all settings, including residential accommodation, classrooms, excursions, and social programme activities. It applies to all LiA staff, agency group leaders, and any other adults working with students on our programmes.

The aim of this policy is to ensure that every student is appropriately supervised at all times, that supervision arrangements are proportionate to the age and needs of the student group, and that all staff and agency partners understand their responsibilities clearly.

2. Scope

This policy applies to all Language in Action programmes involving students under the age of 18, across all centres and all programme types (summer, year-round, and any other residential or non-residential provision). It covers all settings in which students are present, including but not limited to: classrooms, residential accommodation, excursions, social activities, and free time.

3. Supervision Ratios

Language in Action maintains a minimum supervision ratio of at least one member of staff (including agency group leaders) to every 20 students aged 12–17, and at least one member of staff to every 15 students under the age of 12, in all settings involving students under the age of 18.

Ratios are adjusted based on the nature of the activity, the age group, and any individual student needs. For off-site excursions, the same minimum ratios apply. For higher-risk activities or groups including younger students, a stricter ratio of 1:10 may be applied at the discretion of the Centre Manager following risk assessment. Where a student has a special educational need or disability, an additional staff member will be assigned to provide appropriate support throughout their stay.

4. Classrooms

Maximum class size is 18 students. One responsible adult is assigned to each class at all times. If a student leaves the classroom without permission, the teacher must immediately alert a colleague to ensure that both the class and the student remain supervised.

5. Residential Accommodation

All residential accommodation is supervised by trained staff available 24 hours a day. During daytime and evening hours, staff are on active duty in and around the accommodation. During night-time hours, a designated member of staff is on duty and available to respond to any emergency. Staff sleeping arrangements ensure that at least one trained adult is contactable and on site at all times throughout the night. Contact details for the on-duty staff member are made available to all students on arrival.

6. Excursions and Off-Site Activities

The minimum supervision ratios set out in Section 3 apply to all off-site excursions and activities. For higher-risk or more complex excursions, the ratio is reviewed as part of the excursion risk assessment and increased where necessary. All

excursion leaders carry an emergency contact list and are briefed on the Missing and Unaccounted Student Policy before departure.

7. Social Programme and Free Time

During structured social programme activities, the standard supervision ratios apply. During designated free time, students remain within agreed boundaries communicated at induction, with staff present and accessible throughout.

The level of independent movement permitted is age-appropriate: students under 16 remain within the agreed boundaries under active staff supervision and, after evening activities, return to their residence unless accompanied by their group leader. Students aged 16 and 17 may have a limited degree of independent movement within the campus or local area, subject to a risk assessment and the programme chosen. All free time arrangements are communicated clearly to students and group leaders at induction.

8. 16 and 17-Year-Old Students

Depending on the programme chosen, 16 and 17-year-old students may have a limited level of direct supervision by LiA staff, in line with their age and the programme's risk assessment. Any reduced supervision arrangements are documented and communicated to parents and agents in advance.

9. Missing and Unaccounted Students

In the event that a student cannot be located during an activity or excursion, the Missing and Unaccounted Student Policy is activated immediately. This includes notifying the Centre Manager, conducting a systematic search of the last known location, contacting the student by phone, and, if the student is not located within a defined timeframe, notifying the DSL, the student's parent or guardian, and the police.

10. Communication with Parents and Agents

Parents and agents are informed of Language in Action's supervision arrangements as part of the pre-arrival information sent before the start of each programme. This includes details of staff availability, emergency contact procedures, and the boundaries within which students may move during free time. Any changes to supervision arrangements during a student's stay are communicated promptly to the relevant contacts.

11. Staff Vetting and Safeguarding

All LiA staff leading activities or excursions have relevant experience working with under-18s, hold a valid Enhanced DBS check (including a children's barred list check), and have provided two references. All documents are verified in their original form and recorded on the LiA Single Central Record (SCR).

Agencies are required to sign a Declaration confirming that their group leaders and accompanying staff have undergone the necessary checks to work with under-18s as part of the admissions process. Upon arrival, all agency staff receive a copy of the Group Safeguarding and Prevent Policy and LiA addendum, are inducted on its contents, and sign both a Code of Conduct and a suitability to work with children self-declaration.

12. Risk Assessments

Risk assessments have been conducted for all main premises, on-site activities, and off-site excursions. These are reviewed annually and updated whenever a new venue, activity, or significant change in programme is introduced. Risk assessments are made available to inspectors and relevant staff upon request.

Feedback and Further Information

Language in Action welcomes all constructive feedback on this and any other school policy. For further information or feedback, please contact the Head of Department at adam.ennis@malvernplc.com