

Leisure Programme Policy

- Before you leave Sheffield Language Centre for an excursion, the group leader will give you instructions about the rules you must follow. You must pay attention and follow all the rules.
- You must not leave the group or the group leaders under any circumstances.
- You must always stay with the group leader on a social activity or excursion.
- Inform the group leader if there are any worries or concerns.
- Be careful near roads – keep back from the edge of the footpath. When crossing, wait for your group leader and only cross when instructed.
- Don't forget – cars drive on the left.
- On trains, take care to mind the gap between train and platform when getting on and off the train. Keep a safe distance from the edge of the platform when waiting for the train and stay behind the yellow line until the train has stopped.
- When travelling on escalators, stand to the right and hold on to the handrail.
- On all public transport, take a seat immediately. If it is not possible to sit down, hold the bus/train/coach handrail until it stops.
- Do not enter or leave public transport until the group leader gives instructions to do so.
- Watch out for cyclists on the pavements.
- Pay attention to your surroundings in public spaces. Be aware of where you, your group leader and your classmates are.
- Pay attention to any strangers around you or other students, and notify the group leader if you have any worries.
- Be aware of where your belongings are at all times. You are responsible for your property.
- In cars, coaches and mini buses, put on your seat belt immediately and do not remove it until the journey is complete. Do not put fingers out of the windows or lean out. Do not stand whilst the vehicle is moving.
- Do not carry a lot of money or valuables on excursions and activities.
- You must always behave politely and respectfully when you come into contact with members of the general public. Represent yourself, your country and Sheffield Language Centre in the best way possible.
- Social activities are categorised as high, medium or low risk by Sheffield Language Centre. For any activities classified as high risk, such as contact sports, students must have medical insurance in case of injury otherwise they will not be permitted to take part.
- Students should not carry large amounts of money on social activities – only carry the amount you will need for the day. Ask at the Reception if you are unsure how much to take.
- Valuables must be kept secure and ideally in front, not, for example, on display in an open backpack.

Social/Leisure Programme Policies for Under 18s

- Each social programme activity shall be risk assessed beforehand. This involves anticipating any risks and taking appropriate measures to reduce or eliminate the risk.
- The activity group leader should ensure that all the relevant information from the risk assessments and guidelines is communicated to the students prior to departure.
- It is not always possible to anticipate every eventuality, and it is important that parents understand that they are responsible that their own child is aware of basic personal safety rules.
- It is the responsibility of management to ensure that the group leader has been adequately informed of any prior issues with students (such as medical problems or specific requirements) and of all procedures around student care. Group leaders must also be informed in advance of departing on the trip all details of emergency contact numbers, potential issues around travel or the activity itself. If any staff member feels that they have not been adequately prepared, they have the right to lodge a complaint as per the Complaints Policy.
- Staff have the right to refuse any student that they reasonably believe will endanger themselves or others if taken on the activity. This will need to be agreed on by all members of management and relevant teaching staff, and parents should be notified. If so, the student will be required to stay under the observation of management during that time.
- Under 18s must declare any valuables on their person before the group sets off to the group leader, who will then advise them about appropriate precautions to take. If necessary, the group leader may decide, for the safety of the students, to insist that certain items may not be taken and make students aware of this before the trip. Failure to adhere to this rule may result in confiscation or the student not being allowed to attend the trip. In both cases, parents may be notified.
- Any students under 16 should be supervised at all times on social activities. The supervision ratios depend on the type of activity and the age of the students. The following are guideline supervision ratios depending on the risk level of the activity:

Risk Level	Age of Students	Suggested Supervision Ratio (Group Leaders: Students)	Minimum Number of Group Leaders
Low	13-18	1:12	1
Medium	13-18	1:10	1
High	13-18	1:8	2