

General practice

BSC YL prioritises the welfare of its students and strictly adheres to the below ratios at all times:

- 1 BSC YL team member for up to a maximum of 15 students in the classroom.
- 1 BSC YL member for up to a maximum of 15 students in off-site activities and excursions, where students are aged over 13 years old.
- 1 BSC YL team member for up to a maximum of 20 students in on-site activities, where students are aged over 13 years old.
- 1 BSC YL team member for up to a maximum of 12 students in off-site activities and excursions, where students are aged under 12 years old.
- 1 BSC YL team member for up to a maximum of 15 students in on-site activities, where students are aged under 12 years old.

In the unlikely event that additional students are added to a group, causing deviation in the above ratios, BSC YL will make every effort to deploy additional staff to assist in the supervision of the group where necessary.

General practice ratios may vary due to the COVID-19 pandemic and can be found in the BSC YL Safeguarding and Child Protection Annex COVID-19 and the BSC YL Health & Safety Annex COVID-19.

Exceptions

Where required only, such as for specific attractions during excursions where their ratios require such action, the following ratios will be applied:

1 adult per 10 students.

An adult who is not a BSC YL employee may only supervise students for whom they are directly responsible. For example, if two International Group Leaders (IGL) are responsible for 15 students each, but the museum they are visiting insists on ratios of 1 adult per 10 students, a BSC YL employee will ask that each IGL supervise 10 of their own students while the BSC employee supervises the remaining 10 students (five from each group).

Should the IGL disagree with or opt against this, exceptions may be made following approval from a BSC YL Centre Manager (CM). Should the group be prohibited from entering the attraction due to the IGL's non-compliance with the attraction's supervision ratio policy, the IGL will be required to sign a Release Form. Following such an event, an incident report must be written, upon return to the centre, by the BSC employee and signed by the CM.

Free time

Where free time is given on excursions, the following rules and ratios are to be maintained:

All students are issued a map with defined limits of the area they have access to; the permanently manned BSC YL team meeting point is clearly marked; students are informed of sanctions if caught outside of the designated area.

Students aged 13 and over must stay in groups of three or more and may travel unsupervised with check-ins at a set Meeting Point every 30 minutes.

Students aged 12 and under must remain with an adult.

Should an IGL decide to allow students to have more time without a check-in, the IGL will be required to sign a Release Form and accept responsibility for the named students.

Check-ins

BSC YL teams have a register of the group of students for whom they are responsible on excursions. A roll-call will be taken by a BSC employee at set times to ensure that each student is accounted for. Should any students not check-in at the roll-call, the BSC employee is to wait 15 minutes before initiating protocols for a missing student (see Lost Student Procedure). Once resolved, an incident report is to be completed by the BSC employee, upon return to the centre, and signed by the CM.

Students remaining under supervision of either their IGL or a BSC employee throughout the excursion are not required to check-in. Students who have been listed on the Release Form signed by their IGL are not required to check-in – except at the final meeting time before returning to the BSC centre.

Release Form

The BSC YL Release Form must be signed by any IGL opting to excuse their students from a planned activity, excursion, or attraction. The signing of the form must be agreed by the CM in advance. Where not possible, and in exceptional circumstances, the CM or Activity Manager (ActM) or Welfare Manager (WM) may give consent for the BSC YL employee to offer the Release Form to an IGL.

In all instances where a Release Form is used, these must be scanned and uploaded to the group's folder on SharePoint.