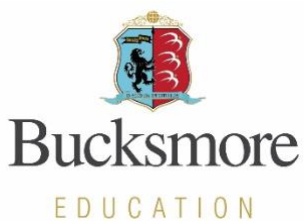


Bucksmore Education

Supervision and Free-Time Policy

Feb 2026



Policy Number: 49.3

Policy Name: Supervision and Free-Time Policy

Description: Sets out Bucksmore’s supervision responsibilities, ensuring student safety through age-appropriate supervision, detailed risk assessments, group protocols, and constant staff oversight during excursions and free time.

Version No.	Amendments	Issue Date	Issued By
1.0		08 May 2024	JH (Director)
1.1		21 May 2025	CC (Head of Ops)
1.2		12 Feb 2026	CC (Head of Ops)

Bucksmore Supervision Policy Summary – Excursions and Free Time

Bucksmore Education places the highest priority on the safeguarding and well-being of its students at all times, including during less structured periods such as excursions and free time between lessons. The majority of students are new to the cities they are visiting or studying in, and Bucksmore ensures their safety through a robust framework of risk assessment, supervision protocols, and communication.

Supervision by Age Group

- **Ages 8–12:** Constant, in-person supervision by Bucksmore staff. No remote or unsupervised free time.
- **Ages 13–18:** Remote supervision permitted for up to 2 hour at a time.

Remote Supervision Protocols

- All students must bring a mobile phone and provide their number, recorded in the student management system.
- Students are required to remain within a designated area, defined through a prior risk assessment.
- Use of public transport is strictly prohibited during remote supervision periods.
- Students must stay in groups of **at least three**.
- Phones must be **switched on and remain contactable at all times**.
- Staff remain stationed in a central, easily accessible location and are equipped with:
 - A trip-specific smartphone
 - A printed list of student phone numbers
 - Group compositions

Check-In Requirements

- Each group must send a message to the trip smartphone **halfway through the remote supervision period** confirming that all members are present and safe.

Staff Presence and Venue Protocol

- If the venue has a **single entrance/exit**, a staff member is stationed there throughout.
- If there are **multiple entrances/exits**, staff will **roam** the designated area.

Consequences for Non-Compliance

- Students who breach supervision rules (e.g., splitting from their group, leaving the designated area) **lose the right to remote supervision** for the remainder of the course.

Parental/Guardian Consent

- Consent for remotely supervised free time is collected during booking.
- If consent is withheld, the student will always remain under direct supervision, regardless of age.

Risk Assessment Process

- Conducted by the **Activity Manager**, signed off by the **Centre Manager**.
- Read and signed by **all supervising adults**, including group leaders.
- Based on **HSE guidance**, the risk assessments are:
 - Living documents, reviewed throughout excursions
 - Designed to identify hazards, determine who might be harmed, and establish control measures
- The process is overseen by the **Operations Manager**, under the supervision of the **Designated Safeguarding Lead (DSL)**.

Key Safeguarding Principles

- **Student safety** is always prioritized, even in less formal settings.
- **Clear structure and boundaries** for all excursions and periods of free time.
- **Accountability and training** for all involved staff members.
- **Parental confidence** through transparent communication and consent procedures.