



## **Supervision Policy for students under 18.**

This policy applies to Study Holiday students between the ages of 12 and 18. During activities and excursions, all students are fully supervised. On Sundays and evenings, when in the care of their host families, students are allowed out to socialise, play football etc., at the discretion of the host families and with permission, and as stated and agreed on the Parental Consent Form. Students are never allowed to go out alone. (This information is included in the Homestay Guidelines)

At the course introduction, staff ensure that students enter the appropriate emergency contact number/s into their mobiles.

### **Students aged 12 – 15**

Supervision ratio on off-site activities:

1 Lyons Languages staff member to a maximum of 8 students

For school groups (closed groups) accompanied by Group Leader: 1 Lyons Languages staff member + 1 Group Leader to maximum of 20 students

All such students must be provided with full information, issued verbally, with maps and instruction sheets equipped with telephone numbers and emergency procedures, given at induction. Such students will always be supervised on programmed activities. Young people of this age may use their own means to travel to and from homestay addresses, if accompanied by at least one other student, and with the approval of their host and Lyons Languages.

Where students are given free time at a particular external venue, they must be together with at least one other student, having been shown the student meeting point where at least one member of Lyons Languages staff attends.

### **Students aged 16 & 17**

All such students must be provided with full information, issued verbally, with maps and instruction sheets equipped with relevant telephone numbers, given at induction. Young people of this age can use their own means to travel to and from homestay addresses, Lyons Languages classroom locations, or on activities.

Supervision ratio on off-site activities:

1 Lyons Languages staff member to a maximum of 8 students

For school groups (closed groups) accompanied by Group Leader: 1 Lyons Languages staff member + 1 Group Leader to a maximum of 20 students.



Lyons Languages staff will always advise all students of:

- The correct bus number or train and approved times of travel to and from their places of residence.
- The requirement that they inform their homestay host, their designated Group Leader (if present) and Lyons Languages staff of intended destinations and expected times of arrival.

Rosalind and Siobhan Lyons

Directors

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