

## IP International Projects - Supervision concept

Daily routine	Structure and procedure KIDS (<12)	Structure and procedure STUDENTS (13+)	Structure and procedure STUDENTS (16+)
	<ul style="list-style-type: none"> <li>Supervision ratio: 1:10</li> <li>Appropriate kids activity programme</li> <li>Are not allowed to leave campus without staff members</li> </ul>	<ul style="list-style-type: none"> <li>Supervision ratio: 1:15</li> <li>activity programme is compulsory</li> <li>Are not allowed to leave campus without staff members</li> </ul>	<ul style="list-style-type: none"> <li>Supervision ratio: 1:15</li> <li>activity programme is not compulsory</li> <li>Are allowed to leave campus in groups of two at specific times in the afternoon after signing out and leaving contact number</li> </ul>
Wake up:	SU knocking on their door and talk to them to make sure they are awake	SU knocking on their door	SU knocking on their door
Breakfast:	Compulsory attendance, checked by SU	presence checked by SU	presence checked by SU
Classes:	Lessons are compulsory. Team members are in charge to report to SSC.	Lessons are compulsory. Team members are in charge to report to SSC.	Lessons are compulsory. Team members are in charge to report to SSC.
Lunch:	Compulsory attendance, checked by SU	presence checked by SU if full-board is booked	presence checked by SU if full-board is booked
Assembly/ TTT:	compulsory activity programme; they can choose from different options; they tell their SUs in which of the offered activities they would like to participate. SUs report students' plans for the day to SSC, who records them in one big list. This big list is the basis for the staff allocation.	compulsory activity programme; they can choose from different options; they tell their SUs in which of the offered activities they would like to participate.. Homestay students need to specify whether they are planning to attend the evening activity or whether they stay with their host family after dinner. SUs report students' plans for the day to SSC, who records them in one big list. This big list is the basis for the staff allocation.	Students have to tell their SUs in which of the offered activities they would like to participate; if they don't want to attend any of the activities, they have to specify where they are going, with whom and leave a contact number. Homestay students need to specify whether they are planning to attend the evening activity or whether they stay with their host family after dinner. SUs report students' plans for the day to SSC, who records them in one big list. This big list is the basis for the staff allocation.
Activity programme/ specials:	SSC checks presence in chosen activity and records any changes to the list.	SSC checks presence in chosen activity and records any changes to the list.	SSC checks presence in chosen activity and records any changes to the list. Whenever students decide to go to the town centre, to the beach or other common areas in the city, these areas will be staffed.
Excursions:	SUs check that all students on the list are present before departure.. The students have to stay with a member of staff at any time during the trip.	SUs check that all students on the list are present before departure. The students are allowed to leave in groups of two during the trip in accordance with the responsible staff member who is aware of the groups leaving together and was left a contact number in his trip list.	SUs check that all students on the list are present before departure The students are allowed to leave in groups of two during the trip in accordance with the responsible staff member who is aware of the groups leaving together and was left a contact number in his trip list.
Dinner:	Compulsory attendance, checked by SU	presence checked by SU	presence checked by SU
TTT (Time to talk):	Directly after dinner, kids TTT with their allocated kids SU, students tell their SU in which evening activity they would like to take part if there are several alternatives for them	Directly after dinner, all residential students tell their SU if they take part in the evening activities or if they prefer to stay in their rooms. The residence is supervised during the evening event.	Directly after dinner, all residential students tell their SU if they take part in the evening activities or if they prefer to stay in their rooms. The residence is supervised during the evening event.
Evening activity	SUs check presence as in the afternoon. They are attending the evening event or the kids alternative	SUs check presence as in the afternoon students are not allowed to leave campus unless they are accompanied by a staff member.	SUs check presence as in the afternoon students are not allowed to leave campus unless they are accompanied by a staff member.
Night check/ TTT:	Confirmation that all kids are in their rooms and that everything is all right.	Confirmation that students are in their rooms and that everything is all right.	Confirmation that students are in their rooms and that everything is all right.
Residence/ Campus checks:	The campus areas and residences are supervised and checked regularly during the whole day	The campus areas and residences are supervised and checked regularly during the whole day	The campus areas and residences are supervised and checked regularly during the whole day

All employees will complete the Level 1 safeguarding training: <https://galleryteachers.com/service/safeguarding-basic-awareness-course/>