

SUPERVISION CONCEPT

Updated by Elke Wieczoreck on 09 April 2018

Our supervision concept for juniors is based on a compulsory activity programme with options for you to choose from.

The cornerstone of our supervision is the TTT (Time to Talk) that takes place three times per day. You will be part of a TTT group in which one particular supervisor is responsible for you and makes sure that you know what to do and get all the information you need. This supervisor will always know where you are and there is a strong link between the supervisor and his/her TTT group. The lunch and dinner-time TTTs can be rather short as they mainly serve to give an overview of what the students are doing in the next couple of hours. The TTT groups are made on a weekly basis.

Our staff members are always available for you. They live in the same residences as you and they structure your holidays. In our own language schools, you can always find staff members in the IP Ocean Lounge and every day after lessons you will have an assembly to provide you with all information you need for your stay and on the daily programme. There is an extensive activity programme in the afternoon usually consisting of several workshops of sports, arts and crafts, culture and lifestyle. You can choose your favorite activity per day. There are fewer options during the evening events because many evening events are large-scale events.

Age-appropriate supervision

In our junior courses the degree of supervision and support depends on your age.

10 to 12 year olds (or slightly younger in exceptional cases):

Our youngest students are supervised more thoroughly by specially trained staff members. The supervision ratio for this age-group is 1:10 to guarantee the safety and well-being of our younger students. The activity programme is mandatory for you and your supervisors will ensure that you take part in the offered activities. You are not allowed to leave the campus without supervision, but we will offer town walks every day. It is not possible for your parents to give you permission to leave the campus without supervision. During excursions you will also always stay with a supervisor.

You will be in separate TTT groups of a size of up to 15 kids per group. Your TTT supervisor will always know which programme activities you're taking and where you are. In the lunchtime TTT you tell your supervisor what you want to do in the afternoon and the supervisor will put you in the respective sign-up list which will be checked when the programme starts. The same happens at the dinner-time TTT for the evening event.

Daily checks include: wake-up, breakfast, class check, lunch, assembly, lunchtime TTT, programme check with sign-up lists, dinner, dinner-time TTT, night-check TTT, night check

13 to 15 year olds:

You participate in a compulsory programme with a wide range of activities. You are not allowed to leave the campus without staff members- even if your parents give you the permission to do so. Our staff members accompany you into town and/or to the beach. You will have the opportunity to explore the city centre and/or the beach with your friends in pairs or bigger groups for a certain amount of time. From the meeting point in the city centre, your staff members will take you back to the campus. During excursions you will also have the chance to explore and have some free time in pairs or groups with a staff member waiting for you at the meeting point.

Those of you who are staying in homestay will make your way independently to the campus and back to your hosts. Those of you who are staying in the residence will also be able to make your way from the residence to the campus independently (risk assessment for the way will be done).

In general, we adhere to the official supervision ratio of 1:15. The programme is mandatory for you in this age group and you can choose from the various options including town/beach visits. You can also choose to stay in the residence from time to time where a supervisor will be around.

You will be part of a TTT group of up to 20 students. Your TTT supervisor will always know which programme activities you're taking and where you are. In the lunchtime TTT you tell your supervisor what you want to do in the afternoon and the supervisor will put you in the respective sign-up list which will be checked when the programme starts. The same happens at the dinner-time TTT for the evening event.

Daily checks include: wake-up, breakfast, class check, lunch, assembly, lunchtime TTT, programme check with sign-up lists, dinner, dinner-time TTT, night-check TTT, night check

Homestay students only have one TTT around lunchtime where they need to inform their supervisor about their plans for the day. In the evenings the students can either take part in the activity programme or stay in their private homes. The families are in contact with the team and let them know if a student is missing.

16 to 17 year olds:

Teenagers aged 16 or older should be free to experience and explore things with their friends on and off campus. Our supervisors provide a good mix of supervision and personal freedom for this age group. Participation in the activity programme is usually voluntary for students over the age of 16.

You can choose between taking part in the offered programme activities or exploring the town with your friends in the afternoon after informing our staff members and signing out. You can also choose to stay in the residence from time to time where a supervisor will be around. You will not be allowed to leave the campus without supervision after dinner, but there can be special supervised programme activities off the campus for you. The supervision ratio for this age group is usually 1:15, i.e. one staff member per 15 students.

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Our supervisors may restrict the level of freedom if necessary, for example if you don't follow our centre rules!

Young Adult Courses for 16 and 17 year olds in Bournemouth are a separate product!

During our language holidays for young adults (16 to 22 years) in Bournemouth, our staff members do not supervise you but instead provide guidance on how to enjoy your holiday (safely). You enjoy the freedom as well as the rights and duties of an adult. If necessary, there is assistance provided by our IP Young Adult Coordinator whom you will meet during the welcome meeting upon arrival. The coordinator shows you around your course town, introduces you to local hot spots and possible dangers. The coordinator also provides all the information you might need in order to plan your holidays and will have dinner with you every day. You will be able to contact your coordinator at any time if you need help or assistance. If there are special programme activities for 16 and 17 year-old junior students, the young adult students can be offered to take part in that as well!

The IP Young Adult Coordinator will have dinner with the young adult students. The Young Adult Coordinator needs to see the young adult students every day to make sure that everything is all right and nobody goes missing or is in trouble. There is no nightcheck for young adult students, but they have to accept and follow the legal requirements, i.e. they have to be in their rooms in the residences by 11 pm. Spotchecks are possible and the level of freedom might be restricted if the rules are not followed.

How do we train our staff?

Since we are a specialist tour operator for junior language courses, your safety and supervision are of major importance to us. This is why we spend a lot of time and money on the selection and training of our staff. The applicants go through several stages of our recruitment process and are assessed for their general suitability, their experience in working with children and teenagers, as well as their commitment. Furthermore, future staff have to provide a clean criminal record and need to be first-aid trained. All staff also need to get the Safeguarding Level 1 certificate via an online course. Some staff members on each campus are Safeguarding Level 2 trained.

As part of our recruitment process, our applicants take part in a specially designed training event where they have to demonstrate their abilities as a supervisor. Every year we train up to 300 teachers and supervisors who accompany several trips a year and work between 2 to 10 weeks for us. The training session takes a minimum of four days – depending on the position even up to 10 days. During the training we place special emphasis on different topics according to the specific position you have applied for, e.g. leisure educational input, legal background, risk assessment, intercultural competence, tour management, etc.

What does a typical day look like?

08:00 Breakfast in the residence/private home

09:00 Students begin morning lessons

10:30 Mid-morning break - 30 minutes

11:00 Back to lessons

11:45 General Course lessons are finished! "The IP Ocean Lounge" is open for drinks, music, and information.

Intensive Course Lessons finish!!!

12:30 ASSEMBLIES for all students – what's new, what's happening today? What's the programme for today... followed by short lunch-time TTT! Lunch is served in the dining hall!

14:00 Start of afternoon activities;.

17:00 Afternoon activities finish; time to go to "The IP Ocean Lounge" to write postcards and relax before dinner.

18:00 Dinner time in the residence or in homestay accommodation

19:00 Dinner-time TTT

20:00 Evening Programme starts

22:00 Evening Activities end; students go to their accommodation

Night-time TTT followed by night check!