

Procedure 9.7 Leisure Activities					
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The Academy aims to provide students with a complete experience that goes beyond the classroom. For this reason, it takes its responsibility to provide a good variety of risk assessed leisure programmes very seriously. This document outlines the roles of the Social Programme Co-ordinator and of other staff members to ensure that leisure activities are as engaging, beneficial and safe as possible. We are aware of the expectation and guidance set out in Chapter B4 *Enabling student development* of the *UK Quality Code*.

1 Introduction

Leisure programmes are available to all students who are attending courses at the Academy. Academy staff members should always be ready to provide information about the social programme. There are several referral points within the Academy where students can get information. The notice boards in the Academy, newsletters, social programmes, student committee, staff and website. The student committee is encouraged to actively develop ideas and organise events on the social calendar.

The Academy aims to offer the following activities for current and prospective students:

- Sports e.g. football
- Excursions in and out of London
- Museum and gallery trips
- Local trips during or after class
- Visiting lectures
- Parties and celebrations
- Student led events and activities

The social programme is both flexible and adaptable and is often changed if weather and/or student opinion necessitates. It is developed in communication with both newer and older students to provide a range of visits which are tailored to the students' interests and needs. It is also intended to introduce students to "off the beaten track London", with our social programme co-ordinators being experienced and enthusiastic Londoners who enjoy inspiring students with their knowledge of locations that may be otherwise undiscovered by students. Photographs of visits are posted on social media (with the consent of students) to encourage interest and feedback of current, former and potential future students.

In addition to the social programme, the Academy produces a monthly newsletter / social calendar which details upcoming events in London that students may otherwise be unaware of, with the intention of both informing and encouraging students to engage in activities around London in their own time.

2 Safety

The leisure programmes operated by the Academy has the aim of being:

- professional and informative
- able to respond to enquiries
- delivered in accordance with equal opportunities and other relevant legislation
- customised to suit our students
- supportive, friendly, respectful and non-discriminatory
- risk assessed and as safe as possible

3 Safeguarding requirements during excursions and sports events

- The organizer must obtain permission from senior staff members before informing students of any event
- The organizer must make sure the event planned is added to the leisure programme calendar in adequate time to ensure all relevant students are given an opportunity to receive the information in time before the event.
- The organizer must complete a risk assessment form and hand this to a senior member of staff before the event.
- The Academy requires staff to maintain a ratio of no more than 10 students per staff member when supervising excursions or sports activities.
- One staff member should have first aid training.
- The organizer should give a mobile contact number to all students, support staff and a senior member of staff before beginning the event.
- If specialized sports are planned the organizer must ensure staff are adequately trained and experienced to supervise and that all participants have appropriate equipment and use facilities appropriate to the sporting event.
- Any costs to be passed on to students for events must be agreed beforehand and collected by admission staff responsible for all fees collections.

Related Policies:

Procedure 9.4b Health and Safety Policy under HASAWA

Procedure 9.5 First Aid and Accident Reporting