

**Staff supervising students on-site should be sufficient in number and deployment for the age, number and needs of students and settings and activities involved.**

- There is at least one staff member in charge of areas within the college and its grounds, as designated by the college manager when students have access to those areas, with the means for timely back-up from at least one other responsible adult if necessary.
- Students are to be able to identify the member of staff 'in-charge' at all times and how they can urgently contact that person.
- Staff are to know of each student's general whereabouts at all times.
- Satisfactory arrangements must exist to cover supervision arrangements when staff are absent or sick.
- Staffing arrangements are to include staff of both genders where this is practicable.

**4.11.2 Staff supervising students off-site should be sufficient in number and deployment for the age, number and needs of students and the settings and activities involved.**

- Staff are to know of each student's general whereabouts at all times.
- The number and deployment of staff for off-site trips should be sufficient to minimise the risk of unsupervised access to students and to deal with any foreseeable emergencies.
- Staffing arrangements are to include staff of both genders where this is practicable.
- Students are not to be entrusted to 'unchecked' adults for journeys which involve giving such adults unsupervised access.