



**OXFORD
International
College**

A NORD ANGLIA EDUCATION SCHOOL

SAFETY AND SUPERVISION OF BOARDERS ON SCHOOL JOURNEYS (INCLUDING CYCLING TO SCHOOL)

POLICY INTENDED FOR:	All Students
CATEGORY:	Boarding
POLICY IMPLEMENTED BY:	Director of Boarding
REVIEWED BY:	Vice Principal
REVIEW DATE:	August 2024 August 2025 August 2026
FUTURE REVIEW:	August 2027

The Three Pillars

The three pillars of the OIC curriculum are:

- Academic Excellence
- Personal Development
- Career and University Pathways

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INTRODUCTION

Oxford International College takes the safe and effective supervision of students extremely seriously in line with all statutory framework including the National Boarding Standards 2022 and KCSIE 2025. This is to ensure their safety both whilst on school premises, moving between sites and on school visits. Staff who supervise our students are expected to be mindful of their responsibilities in safeguarding all students under their care.

This policy works in conjunction with our Attendance Policy, Missing Students Policy, **Local Area Risk Assessment**, Educational Visits Policy and our Clubs and Societies Policy to ensure that all our students are both supervised, accounted for and kept safe when at the College.

Any safeguarding concerns arising during journeys must be reported immediately to the Designated Safeguarding Lead (DSL) in line with the Safeguarding and Child Protection Policy. All staff supervising students are trained in safeguarding and understand their responsibilities under KCSIE.

JOURNEYS TO SCHOOL

Oxford International College is situated in the heart of Oxford City Centre and whilst this comes with outstanding opportunities, amenities and provisions this policy and the leadership of the school acknowledge and understand that this context brings unique risks to the students in our care. This is reflected in our Local Area Risk Assessment document which is available on request.

Through our attendance and missing student policies all students are accounted for at all times during the school day. This is monitored by our attendance officers and boarding staff outside of the academic day. Students must sign out of the boarding house and be registered in their first lesson; this allows the College to ensure all students are accounted for and are safe. Likewise, all students are expected and educated to be punctual to their respective curfews.

Boarders are escorted on their first journeys to school as part of their induction, so that they are aware of the directions and any dangers, intricacies and relevant details on the route. They are also briefed on city safety as part of their induction and are aware of how to remain safe when travelling between sites. Arrangements prioritise both the safety and welfare of students, taking into account individual needs.

It is also compulsory for students also have the boarding house mobile number to call in the event of an emergency as well as having their TEAMS account on a mobile device. Students are also strongly advised to travel in groups of at least two or three where reasonably practicable. Students are also supported in safe use of mobile devices while travelling, including awareness of online safety risks as well as the risk of theft.

The 'Walking to School' risk assessment in Annex 1 details our thorough assessment of all potential risks as well as all steps taken to minimize risk on journeys to and from school.

Students who wish to go on day leave, sign out and have to attend the detailed check-in times with boarding staff so that we can ensure their safety.

If a student wants to leave Oxford, an exeat must be submitted through our online form as per the exeat

policy.

If boarders wish to use public transport, they are briefed and supported on routes, paying and travelling safely.

Cycling Safety and Supervision

Oxford is a city with a high volume of cyclists making it a likely choice for our boarders, and the College recognises that some students may choose to travel between boarding houses and the College by bicycle. While cycling can be a safe and efficient means of travel, it also carries specific risks which require appropriate education and management.

Students who wish to cycle are provided with clear guidance and are expected to adhere to College expectations and UK road safety laws at all times.

Induction and Training

As part of the boarding and local area induction programme, students receive guidance on:

- Safe cycling practices within a busy city environment
- Awareness of road users, including pedestrians, vehicles and public transport
- Understanding of UK road rules, cycle lanes and traffic systems
- Identification of high-risk areas within Oxford

Students are made aware of the importance of:

- Remaining alert and avoiding distractions (e.g. mobile phone use while cycling)
- Cycling defensively and predictably

Safety Equipment and Expectations

Students are strongly encouraged to use appropriate safety equipment, including:

- Cycle helmets for head protection
- Front and rear lights, particularly in low visibility or at night
- Reflective clothing or accessories to increase visibility
- Properly maintained bicycles in safe working condition

Students are expected to ensure that:

- Their bicycle is roadworthy
- Lights are used when required by law
- They follow safe and considerate behaviour at all times

Bike Security and Theft Prevention

Given the prevalence of bicycle use in Oxford, students are also educated on how to reduce the risk of theft:

- Use of secure, high-quality bike locks
- Locking bicycles in designated, safe locations
- Avoiding leaving bicycles unattended in high-risk areas for prolonged periods
- Registering bicycles where applicable

Supervision and Risk Management

Each boarding house will have a 'cycle register' for those students known to own a bicycle. Cycling is considered within the College's Local Area Risk Assessment, and students are supported to make safe travel decisions. Boarding staff provide guidance and monitor student welfare, particularly during induction and early stages of independent travel.

Students who do not demonstrate safe or responsible cycling behaviour may have restrictions placed on cycling as a mode of travel, in the interest of their safety.

Safeguarding Considerations

Any incidents, concerns or accidents involving cycling must be:

- Reported immediately to boarding staff
- Logged in accordance with safeguarding and health and safety procedures
- Escalated to the Designated Safeguarding Lead where appropriate

The College supports cycling as a healthy and practical mode of transport but places strong emphasis on safety, responsibility and risk awareness to ensure the wellbeing of all students.

TRIPS

All students are supervised safely and appropriately on trips as per our Educational Visits Policy. This is monitored, audited and approved via our SPHERA software. Staffing levels for trips are risk assessed and appropriate to the age, needs and number of students.

OTHER RELEVANT POLICIES

The senior leadership team (SLT) are suitably trained to deal with Major Incidents as well as lock downs, evacuations and lock outs as per the relevant NAE policies.

The Local Area Risk Assessment (LARA) also gives more in depth information and risk assessment around our induction, education and provision for students when travelling and living within and around the city centre of Oxford.

Clear emergency procedures are in place, (see Critical Incident Policy) including staff contact protocols and escalation routes in the event of an incident. On or off one of our boarding or College sites.

It is our policy that Senior Leaders stay alert and up to date with local incidents, crimes and issues to ensure that our boarding and indeed day students are suitably educated in order to stay safe. The Director of Boarding in line with the safeguarding team is in regular contact with key stakeholders including local council and police officers to seek support as and when required.

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- Educational Visits Policy
- Missing Student Policy
- Attendance Policy
- Behaviour Policy
- Critical Incident Policy
- Lockdown Policy

FURTHER INFORMATION

For further information about the Safety and Supervision of boarders on school journeys, please contact the Director of Boarding.

boarding@oxcoll.com

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1 London Place
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APPENDIX 1**OIC Risk Assessment: Walking to school****Date: August 2026**

Hazard	What are the risks	How do we minimize the risk?	Final Risk
Walking through Oxford City Centre during peak times	Risk of getting lost, disoriented, or late for lessons	Compulsory staff-led orientation walks on arrival as part of induction. Clear written and verbal travel instructions. Students carry maps and digital route info. College contact details issued to all students. Students strongly advised to travel in groups of two or three.	MEDIUM
Crossing busy roads	Road traffic accidents	Road safety briefing during induction (including UK Highway Code). Students shown safe crossings as part of induction. Encouraged to remain in groups of two or three. Staff monitor understanding during supervised walks.	MEDIUM
Interaction with members of the public	Harassment, verbal abuse, or stranger danger incident	Protective Behaviours training on recognising and responding to unsafe situations as part of Life Skills Curriculum and boarding mentoring incidents. Advice on avoiding confrontation and contacting staff in emergencies. Emergency numbers carried. Staff remain up to date with ongoing issues and concerns in local area to ensure student education is regularly updated.	LOW
Cultural unfamiliarity	Confusion, anxiety, or unintentional inappropriate behaviour	Cultural orientation on UK customs, laws, and etiquette as part of induction. Ongoing pastoral support from boarding staff. Peer buddy system for new arrivals. Students advised to travel in groups of two or three.	Medium
Target for theft or pickpocketing	Loss of valuables (phones, wallets, ID)	Guidance on safe storage of valuables, avoiding display of expensive items. Awareness sessions on local crime risks in life skills and mentoring sessions. Students advised to use zipped bags and be alert. Staff remain up to date with ongoing issues and concerns in local area to ensure student education is regularly updated.	Medium
Adverse weather	Slips, trips, falls, or discomfort	Advice on appropriate footwear and clothing. Boarding staff monitor weather forecasts and advise students before departure from house. Extra travel time allowed during poor conditions.	Medium
Students missing during travel	Delayed arrival or safeguarding incident	Strict sign-in/out and check-in systems. Staff follow up immediately if a student is late. Emergency escalation process in place as per missing student procedure.	Low

APPENDIX 2

OIC Risk Assessment: Cycling to School

Date: August 2026

Hazard	What are the risks	How do we minimize the risk?	Final Risk
Cycling through Oxford City Centre (traffic, buses, pedestrians)	- Collision with vehicles or pedestrians - Injury due to busy road conditions	Compulsory induction on safe cycling in city environments. Guidance on use of cycle lanes and awareness of traffic systems. Students advised to plan safe routes and avoid high-risk areas where possible.	MEDIUM
Low visibility (early mornings, evenings, poor weather)	- Reduced visibility leading to collisions or near misses	Students educated on legal requirement for front and rear lights. Strong expectation to use lights and reflective clothing. Staff reinforce expectations during induction and termly reminders.	MEDIUM
Lack of protective equipment	- Increased risk of injury in the event of a fall or collision	Students strongly encouraged to wear helmets and appropriate clothing. Safety guidance provided during induction.	MEDIUM
Unsafe cycling behaviour	- Accidents caused by distraction or poor judgement (e.g. phone use, risky road behaviour)	Clear expectations set regarding safe cycling conduct. Students advised not to use mobile phones while cycling and to cycle responsibly. Behaviour monitored by staff and concerns addressed.	LOW
Poor bike maintenance	- Mechanical failure leading to accidents (e.g. brakes, tyres)	Students advised to ensure bikes are roadworthy. Guidance provided on basic maintenance and checks. Students encouraged to report issues and seek repairs promptly.	MEDIUM
Theft of bicycle	- Loss of property - Student distress or disruption to travel	Students educated on bike security including use of high-quality locks and designated parking areas. Awareness of local theft risks provided.	LOW
Lack of familiarity with UK cycling laws and road rules	- Unsafe behaviour leading to accidents or legal issues	Induction includes UK Highway Code and cycling rules. Ongoing pastoral reinforcement and guidance.	MEDIUM
Adverse weather conditions	- Increased risk of slips, falls and reduced control	Students advised on appropriate clothing and when not to cycle. Boarding staff monitor weather and provide guidance during poor conditions.	MEDIUM
Student missing or delayed	- Safeguarding concern or welfare issue	Sign-in/out and attendance systems track student movement. Staff follow up immediately if a student is late.	LOW

		Escalation procedures in line with Missing Student Policy.	
Interaction with members of the public	- Conflict, harassment or unsafe situations	Students trained in protective behaviours and how to respond to concerns. Emergency contact details provided. Staff remain aware of local risks and brief students accordingly.	LOW