



**OXFORD
International
College**

A NORD ANGLIA EDUCATION SCHOOL

SAFETY AND SUPERVISION OF BOARDERS ON SCHOOL JOURNEYS

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

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.

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 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.

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.

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.

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.

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.

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.

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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APPENDIX 1

OIC Risk Assessment: Walking to school

Date: August 2025

Hazard	What are the risks	How do we minimize the risk?	Final Risk
Walking through Oxford City Centre during peak times	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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