

## Deciding Staff Ratios

The Head of Establishment is responsible for ensuring and approving an appropriate ratio of adults to young people.

The level of supervision is decided on a case-by-case basis based on the excursion risk assessment.

The factors to consider include:

- Gender, age, and ability of group.
- Those with additional support or medical needs.
- Nature of activities.
- Experience of adults in off-site supervision.
- Duration and nature of the journey.
- Type of any accommodation.
- Competence of staff, both general and on specific activities.
- Requirements of the organisation/location to be visited.
- Competence and behaviour of participants.
- First aid cover.
- Adequate cover to cope effectively with an emergency

When excursions are to remote areas or involve hazardous activities, the risks may be greater and supervision levels should be set accordingly. The same consideration should be given to excursions abroad, or residential visits.

Due consideration should be given to gender balance. It is recommended that there are always at least two staff accompanying excursions. Be prepared for a situation where a participant or staff member becomes unwell, or if a participant needs to be accompanied due to an emergency.

Visit leaders should be aware that small parties with minimum staffing are vulnerable if staff and or participants are ill or have an accident during the excursion.

Where Visit Leaders operate alone, the group should be trained/briefed in the actions to be taken in the event of leader incapacitation. An assistant leader, able to look after the group and raise the alarm, should be present if the group would be at significant risk were the leader to be incapacitated.

The following table is provided for guidance only. The risk assessment carried out will direct the supervision level required for your excursion.

Group	General Off-Site Visits	UK off-site excursion including overnight stay. Without adventurous activities	Foreign off-site excursion without adventurous activities	Adventurous and all non-secure or challenging environments
Nursery under 5	1:2/6	Not Recommended	Not Recommended	Various, determined by risk assessment
P1-3	1:6/8	Not Recommended	Not Recommended	
P4-6	1:8/15	1:6	Not Recommended	
P7	1:15/20	1:8	1:8	
S1-S3	1:15/20	1:8	1:8	
S4:S6	1:15/20	1:10	1:10	

More guidance can be found on pages 12- 13 of Aberdeenshire Council's [Excursion Procedures](#)