



British Ski Academy Safety Policy Statement

Sep'98. amended Sep '00, Dec '04, Sept '10

Introduction

By its nature the British Ski Academy is 'adventurous' and its objectives cannot be achieved without a degree of risk. This is implicitly understood in any application to attend. However it is an imperative responsibility of the British Ski Academy to take every reasonable precaution to ensure the health, wellbeing and safety of students.

Organisation

The staff structure at the Academy consists of:

- Executive Director
- Head Coaches
- Head of Studies
- Housemother/s with particular responsibility for pastoral care
- Assistant Tutors (qualified and experienced teachers)
- Assistant Trainers

It is stated in the job descriptions of ALL members of staff that, in addition to their main duties, they must assist with pastoral care on a rota basis and they must be prepared to react responsibly to events at any time of the day or night.

The British Ski Academy has appropriate public and employer liability insurance.

Health

The Registration Form contains a detailed questionnaire about students' medical history, and treatment and dietary requirements. Students will be looked after in accordance with this information. Any outstanding medical or dental treatment should be undertaken before joining if possible, with updated information given to the Academy.

Accommodation and food will be monitored for any danger to health and safety. All aspects of Academy life will be monitored for the prevention of accidents, including the wearing of protective headgear, eyewear, clothing and the use of suncream. All drivers of school transport will be over twenty five, properly insured, and passengers will be required to use the seatbelts provided.

Treatment for any infection or injury will be in-house in the first instance. The majority, if not all, members of staff will have a First Aid qualification. When necessary local medical services will be utilised. Any incident, and the action taken, will be recorded in an incident book.

All students must have comprehensive medical insurance cover to include cover for racing and race training. Evidence of such cover must be available in the event of an emergency. A form E111, for the recovery of certain costs, is required (available from post offices).

Wellbeing

The British Ski Academy recognises that students will be staying away from their home and families, possibly for the first time, and that this may cause distress (home-sickness). Although the majority of students adjust easily, it is nevertheless a major consideration.

In a large community of young people it is not possible to re-create individual home environments. However the aim of the British Ski Academy is to foster a happy community and to create a friendly and caring home away from home.

Wellbeing cont'd

In selecting our environment we are very fortunate to be able to operate in the Chamonix valley; an area which reflects the beauty and power of nature in the majesty of the high Alps.

We are restricted in our choice of accommodation, but aim to make it as comfortable and practicable as possible. We endeavour to organise room-sharing among compatible students, and will consider reasonable requests for change.

We will endeavour to balance the equation between supervision and privacy. We understand that it is suffocating for young people to be under observation all the time, but equally we must **know** if there is any bullying, dissatisfaction or mischief. (see code of conduct).

It is our aim that ALL staff, whilst maintaining authority, will be approachable, and that students should be able to identify a member of staff as a *confidante*. However we will avoid undue familiarity between students and staff. Staff are forbidden to engage with students on social networks, Facebook etc. and any member of staff so approached will be required, in confidence, to report the facts as part of the process of care.

If it is beneficial, any student may have access to a telephone, at any time, to make or receive calls from home. Visits from family and friends can be arranged and, in extremis, arrangements can be made for students to **return home**.

The 'growing-up' **experience is very much a part of the programme** and students will be encouraged to comment on and contribute to any aspect of Academy life. Older students will be encouraged to exercise prefectorial responsibility.

Behaviour

The British Ski Academy has a code of conduct and a disciplinary procedure, which is attached as an appendix to this statement.

Routine

In order to achieve the best possible results from a busy programme of academic study, ski training and racing, travel and other activities, guidance notes about aspects of daily routine are attached as an appendix to this statement.

The British Ski Academy code of conduct and disciplinary procedure

Sept '98

Code of Conduct

1. The basic principles are **consideration** and **common sense**. Any act borne of thoughtlessness or stupidity may be considered a breach of good conduct.
2. The Academy has a No Smoking policy, at any age, and a No Under Age Drinking policy. Contravention would be a serious breach of good conduct.
3. The Academy cannot allow students to have a sexual relationship. In furtherance of this rule girls rooms are off-limits to boys and vice versa. Contravention of this rule would be a serious breach of good conduct. (NB Girls and boys may mix freely in common areas).
3. Any involvement with drugs would be considered a serious offence warranting expulsion.
4. The Academy has a non-discrimination policy. Living in a community it is important to 'live and let live' and to be tolerant of all types. Any discriminatory behaviour would be considered a breach of good conduct.
5. The Academy abhors 'bullying' in any form. Any physical violence or mental intimidation would be considered a serious breach of good conduct.
6. Any proven incidents of theft between students would be considered a serious breach of good conduct
7. Any breach of the law, either national or local, would be a breach of good conduct.
8. It is very important for the health and safety of everybody that instructions from members of staff are complied with. Failure to comply with any reasonable instruction would be a breach of good conduct.
9. In a community, and particularly in a foreign country, good manners help to foster and maintain good relations more than anything

A persistent breach of good manners would be considered a breach of good conduct

NB The BSA understand that certain students, in their home environment, may be able to behave differently, but at the Academy it is important for the well-being of all concerned that all students adhere to the same guidelines.

Disciplinary procedure

1. In the case of a minor breach of conduct any member of staff may give an informal reprimand, which need not be recorded.
2. In the case of persistent minor breaches, or a more significant breach, of conduct, any member of staff may give a verbal reprimand, and impose a sanction, but the offence and the action taken must be recorded, and the student has the right to ask management to reconsider the matter in the form prescribed in 3. below.
3. Serious or persistent breaches of good conduct would be considered by the Executive Director, or the Senior Tutor or Housemother deputising, with another member of staff as witness. The student would be invited to give his or her own account and to have another person present. If action is warranted, it may be a verbal or written warning plus sanctions, or possibly suspension or expulsion. A written warning would be copied to parents. If suspension or expulsion were considered options, parents would be fully and immediately informed. Details of all proceedings would be recorded.
4. Sanctions would be relevant to the offence and may include loss of ski time, extra tasks, loss of privileges, or extra study.

British Ski Academy. Notes on routine

Sept '98

Preamble

In order to achieve the objectives which bring us all together, there is inevitably a daily programme, which can vary from time to time. Making the programme work is very important to the safety, happiness, and ultimate success, of life at the academy. It is therefore very helpful if students cooperate by knowing and complying with the programme and attendant routines. Various aspects are highlighted below

Going to bed at night and getting up in the morning.

A good night's rest is very important, and normally very welcome. Bed times are prescribed, by age, and it is much easier if students do not have to be chased, protesting, to comply! Wash face hands and teeth at night and in the morning. Time in the morning before breakfast is personal time, so getting up in the morning may be timed so as not to be late for breakfast. (No, you can't miss breakfast!)

Mealtimes

Arrive for meals clean, suitably dressed and on time. Please try to eat what is provided; food is fuel and very necessary on a hard working programme in a cold climate. Particular likes and dislikes will always be considered sympathetically, but the food is good and students should make the effort to expand their tastes. Vegetarian options always available. Good table manners will be encouraged.

Academic and Sports programme

It is very important to start any part of the programme on **time**. This means being prepared **beforehand**. Think about clothing and equipment well in advance. Don't be last!

Chores and hygiene

Cleanliness is very important to the good health of a community. Students are required to clean their rooms and to put dirty clothes out for washing. In addition students may be asked to help with communal chores such as cleaning the minibus or the skiroom. Students doing hard physical sport must shower every day and wash hands thoroughly before touching food.

Free time

Certain times of the day are designated as free time. It is our policy to allow students a degree of freedom and privacy as part of their personal development. Examples of this are as follows: According to age, students may go for a walk in groups of three or more subject to booking out with their intended destination and booking back in on return. Similarly students may go free-skiing subject to being in groups of three or more and skiing strictly together. Such freedom would be withdrawn from any student abusing it.