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English Path Global Social Programme Policy

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Introduction

The Social Programme is an essential part of the English Path (EP) student experience, providing opportunities to connect, explore, and learn beyond the classroom. Through carefully designed activities and excursions, students enhance their language skills, build friendships, and gain cultural awareness in a safe and supportive environment. This policy outlines the standards, responsibilities, and procedures that ensure the Social Programme is delivered professionally, inclusively, and in alignment with English Path’s mission and values.



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Contents

Introduction	1
1. Purpose.....	3
2. Scope	3
3. Definitions	3
4. Responsibility	3
5. Policy and Procedures.....	4
5.1 Introduction.....	4
5.2 Aims.....	4
5.3 Scheduling.....	4
5.4 Cost	5
5.5 Availability	5
5.6 Staffing and Ratios	5
5.7 Activities.....	5
5.8 Promotion	5
5.9 Student Feedback and Suggestions	6
5.10 Cancellation	6
5.11 Health and Safety	6
5.12 Sports / Physical Activities	7
5.13 Punctuality	7
5.14 Information for students on attractions and tours	7
6. References and related policies	8
7. Policy review	8

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1. Purpose

The purpose of this policy is to set out clear standards for the planning, promotion, and delivery of English Path's Social Programme. It ensures activities are safe, inclusive, and enriching, supporting students' personal, social, and cultural development outside the classroom. The policy also provides a framework for staff accountability and continuous improvement, while enhancing students' overall learning experience by encouraging engagement, wellbeing, and integration into the wider community.

2. Scope

This policy applies to all English Path schools, staff, and students participating in the Adult Social Programme. It covers the planning, supervision, and delivery of activities and excursions, whether free or paid, in-person or online. The policy is relevant to Student Services Teams, Activity Leaders, and senior management overseeing compliance, as well as students who join the programme. It applies to year-round activities and includes associated responsibilities for health, safety, and safeguarding.

3. Definitions

Activity/Excursion Leader – A member of staff responsible for supervising students during activities or excursions, ensuring safety, punctuality, and emergency procedures are followed.

Emergency Procedure – The set of instructions provided to staff running activities or excursions on what to do in the event of an emergency.

First Aid Training – Training completed by staff (Emergency First Aid at Work or equivalent) to ensure they can provide appropriate medical assistance during activities.

Risk Assessment – A written and/or dynamic review of potential risks associated with an activity or excursion, updated regularly and tailored to each event.

Social Programme – Extra-curricular activities and excursions organised by EP's Student Services Team outside teaching times.

Student Services Team – The full-time team at each school responsible for planning, promoting, and delivering the Social Programme.

4. Responsibility

Regional Head of Operations – Has overall responsibility for approving and reviewing the Social Programme Policy and ensuring compliance with accreditation standards. They also monitor quality across schools.

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Student Services Team – Oversees the design and implementation of the Social Programme, ensures alignment with EP policies. Plans, promotes, and delivers activities in line with policy; ensures health, safety, and accessibility are prioritised; collects and acts on student feedback.

Activity/Excursion Leaders – Supervise students during activities and excursions, carry out dynamic risk assessments, ensure punctuality and safety, and report any incidents in line with procedures by completing an incident report if any accident, injury, harassment or major confrontation occurs during a social programme event. Ensuring U18s are supervised and return home safely

Safeguarding Officers – Provide guidance and ensure safeguarding measures are followed, particularly when activities involve under-18s (if available at an approved campus).

Students – Are responsible for following guidance from staff, being punctual, and adhering to health and safety instructions during all activities and excursions.

5. Policy and Procedures

5.1 Introduction

English Path organises an amazing range of extra-curricular activities and excursions. The Social Programme is organised in advance at each school by a full-time Student Services Team offering students a range of interesting activities to help them make friends and enhance their experience of studying in their chosen destination. Students sign up to the Social Programme on both a 'pay as you go' and a free basis.

5.2 Aims

- To encourage students to interact with each other outside of the classroom, make friends and learn about each other's cultures.
- To offer a varied and entertaining Social Programme to all students with consideration given to different interests, ages, genders and length of stay.
- To offer the opportunity for students to engage in a diverse range of cultural, historical, touristic, wellbeing and sporting activities.
- To introduce students to different aspects of life and local traditions in each EP location.
- To encourage students to improve their speaking / listening / vocabulary skills in everyday situations.
- To run all activities and excursions safely and professionally.

5.3 Scheduling

The Student Services team organises activities and excursions year-round, except for when EP is closed. We offer a range of sporting and cultural activities throughout the year as well as some regular weekly and monthly activities. The frequency at which activities are repeated is determined by demand and number of students.

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5.4 Cost

Each week there is a balance of free and charged activities. Prices are advertised to students on the website and Social Programme posters are placed around school as well as on student WhatsApp groups.

5.5 Availability

Activities are offered on a first-come, first-served basis, and some have limited spaces. Students sign up each week at reception or online; where a fee applies, places are confirmed once full payment is received. Every Monday, we share the activities for the week ahead in person and via WhatsApp, email, and notice boards. The full range of activities is also introduced during new-student induction.

5.6 Staffing and Ratios

All Social Programme activities (except for recommended events not being run by the school) must have at least one member of staff supervising the organised events. The staff to student ratio is 1:25, dependent on the nature of the activity and other factors such as group size and destination. If there are a significant number of U18s on an activity, a ratio of 1:15 is introduced.

In addition:

- Provision will be made for these minimum supervision ratios to be exceeded as appropriate to ensure the safety and welfare of students.
- Risk assessments for adult excursions will address any supervision concerns.
- All staff supervising activities involving under-18 students must have up-to-date safeguarding training and follow EP's Safeguarding Policy.

5.7 Activities

EP activities include online activities, sports, film evenings, book clubs, conversation club, pub night (18+), BBQs, theatre evenings, local half day excursions and full day excursions, amongst others. Any disabled students will be offered suitable and appropriate activities. Where possible, EP selects activities that promote sustainability, ethical practices, and respect for the local environment and community.

5.8 Promotion

The Social Programme is promoted through weekly and monthly timetables available on EP's website, at the Student Services office, in classrooms, on social media platforms, and regular class visits from Student Services Officers. The Student Services and Academic teams also talk to students about the programme during class and break times, whenever possible.

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5.9 Student Feedback and Suggestions

Students are invited to rate and give feedback on the Social Programme in their first week survey and final week survey with teachers. We also have suggestion boxes/digital QR codes placed in each school where students can give feedback or ideas for Social Programme activities.

5.10 Cancellation

On some occasions, we may have to cancel an activity due to unforeseen circumstances that are out of our control (e.g., extreme weather, train disruption). At other times, we may have to cancel an activity due to an inadequate number of students having signed up making the activity or excursion not viable. Wherever possible, alternative activities are offered if any activity is cancelled.

5.11 Health and Safety

Students' health and safety are our top priority.

- **Risk Assessments**

Ongoing dynamic risk assessments are carried out by Student Services Team with changing circumstances in mind (weather, peak season, group size, road closures/special events, etc). Risk Assessments are updated every six months and feedback from group leaders and accompanying staff are considered after each trip or activity.

- **First Aid Training**

Staff leading activities must have completed Emergency First Aid at Work training (or equivalent) and a first aid kit is carried on medium or higher risk activities such as sporting or hiking and is also provided by transport services whenever their services are used. For online activities, staff ensure a safe and respectful digital environment, with appropriate monitoring to protect students' wellbeing.

- **Emergency Procedure**

The activity/excursions leader carries a mobile phone and list of student's numbers for all excursions and evening activities. Emergency checklists are given to staff running activities and excursions which give instructions on what to do in an emergency.

Student Briefing and Safety Procedures

When appropriate, students are provided with handouts such as

- maps
- itineraries
- suggested activities
- the Activity/Excursion Leaders' phone number
- the EP emergency phone number

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- details of the designated emergency meeting point.

If an outing (e.g. hiking) requires a signed safety waiver, students are given access to review the associated risk assessment and safety instructions in advance. In addition, practical details such as schedules and timings are communicated to students both verbally and via WhatsApp to ensure clarity and accessibility.

Incident reporting

All accidents, incidents, or near misses during activities are documented and reported in line with EP's Incident Reporting Procedures.

5.12 Sports / Physical Activities

The Student Services Team can organise and book any professional sports coaching for students. Activity/Excursion leaders do not carry out any professional coaching during sporting activities, unless properly qualified. The role of the Activity/Excursion leaders is to travel to and from the venue with the group, organise teams, liaise with venue staff, and if possible, join in with the sporting activity.

5.13 Punctuality

Each activity and excursion has a specific meeting time and place. Students must adhere to the instructions set out by the Activity/Excursion leaders to ensure a smooth running of any activity or excursion. If a student is late for an activity or excursion, the leader will call them on their mobile telephone. If there is no answer the leader will wait up to 15 minutes for the student to arrive or make contact. If a student has changed their plans, it is their responsibility to tell the member of staff in charge of the activity or excursion. If the student has not informed the staff member responsible for the trip and tickets have been purchased, no refunds will be given.

Students are always made aware of the specific meeting times and locations, and this is made clear in any student briefing sheet. If there is more than one member of staff on an excursion and a student is running late, it may be possible for one member of staff to wait for them and travel together, although this is not always possible and would be at the discretion of the leader. Students will be offered help with getting to any location over the phone if they are late and the group has already left.

5.14 Information for students on attractions and tours

In the School, we advertise local places of interest, tour company promotional materials and other brochures advertising local and national attractions for students to take advantage of during their time at EP. Student Services Teams are always willing to help students with plans and bookings for sightseeing and travel.



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6. References and related policies

See also:

- Health and Safety Policy
- Mental Health and Wellbeing Policy
- Safeguarding Policies (available for each school)
- Feedback Standard Operating Procedures

7. Policy review

This policy will be reviewed annually to ensure continued alignment with applicable accreditation standards, current legislation, evolving best practices, and the strategic and operational needs of the school.

This policy document was developed with the assistance of AI technology to support clarity, compliance, and alignment with international accreditation standards.