



# Booking form for group leaders

## Young learner courses: closed groups 2019

Write clearly in BLOCK CAPITALS and use black ink. Please scan and email this form to us. Please photocopy for your own records.

### GROUP NAME (IF APPLICABLE)

.....

### GROUP LEADER INFORMATION

Family name (as on passport):

.....

First name (as on passport):

.....

Male      Female

Date of birth (day/month/year):

.....

Nationality:

.....

First language:

.....

Address:

.....

City:

.....

Country:

Post/zip code:

.....

Telephone (including international dialling code):

00 .....

Mobile/cellphone (including international dialling code):

00 .....

Email:

.....

### MEDICAL AND WELFARE

Do you have any special dietary requirements?

Vegetarian      Vegan      Halal      Gluten-free

Other      please specify:

.....

Do you have a medical condition, disability or any allergies?

Please provide full name and details of your condition. Please note that not all Bell centres have disabled access.

Do you have any learning difficulties? If so, please give details

Are there any other requirements we should know about?

Please note that every effort is made to meet any special requirements you may have, however this cannot always be guaranteed. Special requests may also restrict your choice of accommodation.

### VISA INFORMATION

Information on visas can be found on the UK Home Office website: [www.gov.uk/visas-immigration](http://www.gov.uk/visas-immigration)

Type of visa required for entry in the UK:

None

Standard Visitor

Other      please specify:

If you require a visa, please send us a copy of your passport.

### GROUP LEADER DECLARATION

As group leader, I confirm that the information given above is correct and:

I have received and read Bell's guidelines for group leaders (see overleaf)

I have read, understood and agree to adhere to the responsibilities for group leaders outlined in the guidelines and Bell's standard terms and conditions.

There is no reason under English law why I should not be responsible for children under the age of 18 (if applicable)

I will provide a Police Certificate of Good Conduct and letter of appointment from the visiting school head before arriving at Bell.

Name:

.....

Date:

.....

Occasionally we take photographs, video or other multimedia of students during class or leisure activities and this media may be used by Bell or its partners for marketing purposes, including print, advertising and online platforms like social media and websites. Please tick here if you consent for you/your child to take part in these activities.

We, Bell Educational Services Ltd, would love to keep in touch with you by post, email or phone with offers, news and information on Bell's products and services. We will treat your information safely and with care, and will never share it with third parties for the purposes of marketing. The only way in which we can contact you is with your explicit consent, so to join our mailing list, please tick the box below. You can unsubscribe at any time by emailing [enquiries@bellenglish.com](mailto:enquiries@bellenglish.com).

Yes, I'd like to receive offers, news and information about Bell's products and services by:

Email      Post      Phone

I have read and accept the privacy policy attached.



# Guidelines for group leaders on closed group courses

A group leader on a Young Learner Closed Group course will work closely with the Principal/Centre Manager and other members of Bell staff to ensure the safety and security of the students in their group as well as the success of the course.

For reasons of security, Group Leaders must meet the requirements detailed below and agree in writing to the Bell terms and conditions for Group Leaders.

All group leaders need to complete return the 'Registration Form for Group Leaders'.

Inclusive accommodation for Group Leaders will be provided on campus.

## Group Leaders' Personal Requirements

A Group Leader accompanying children on a Bell closed group course in England will need to be:

- at least 23 years old
- experienced in dealing with children in a residential environment
- a fluent speaker of English (where there is more than one group leader, at least one must be competent in English)
- in possession of a current Police Certificate of Good Conduct / Police Clearance Certificate, a copy of which must be sent to Bell in advance of arrival with a letter of appointment from the Head of School/organisation
- aware of UK child protection law and Bell policy and procedures relating to child safety.

## Responsibilities

### General

Group Leaders must:

- ensure Bell receives a completed booking form for each child
- be familiar with and follow Bell course rules at all times
- accompany the students on all excursions and off site activities
- discuss with the Centre Manager in advance any changes or additions to be made to any aspect of an arranged excursion, visit or activity
- arrange any observations of the students in advance with the Centre Manager or Director of Studies
- inform the Centre Manager whenever they wish to leave the site and leave contact numbers as appropriate
- consult the Centre Manager on any use of school facilities for personal study.
- have a telephone that works in the UK, which they should always pick up
- Group leaders will be issued with an Identity Card, which must be worn at all times whilst on the campus.

## Pastoral

Group Leaders must:

- dedicate time each day to talk to their students and monitor their wellbeing
- ensure that students contact home as appropriate to prevent families worrying unnecessarily
- check that students understand and follow all course rules. Rule breaches must be reported immediately to the Centre Manager
- ensure that students attend all lessons, activities and study tours. Student absences must be discussed immediately with the Centre Manager
- report concerns about any aspect of the course (including student welfare, lessons and activities) to the Centre Manager inform the Centre Manager of suspected mistreatment by or to any Bell student
- take a full and active role in all evacuations of the building as directed by the Centre Manager
- take full responsibility for their students between the hours of 21:30 and 08:00; ensuring that students are silent in their dormitories at the time agreed with the Centre Manager, and that they are awake and ready to have breakfast at 08:00
- supervise any students under 12 years old between lessons and activities
- uphold high standards of behaviour and discipline at all times and follow Bell staff code of conduct.

## Medical

Group leaders must:

- ensure that the Centre Manager is kept fully informed of students' medical requirements
- collect all medication from students on arrival and hand it to the Centre Manager for safe-keeping in a locked cabinet
- manage the dispensing of student medication in accordance with government guidelines and as directed by the Centre Manager
- accompany students to medical appointments; assisting with the administration of medical expenses and insurance documentation as directed by the Centre Manager.

## Money and Valuables

Group leaders must:

- collect students' pocket money, flight tickets and passports on arrival; handing them into the Centre Manager for safekeeping
- liaise with the Centre Manager about appropriate times and methods for pocket money distribution
- ensure students keep their valuables locked away when they are not in use.



# Privacy policy

Bell Educational Services Limited, known as 'Bell' is committed to processing your data fairly and lawfully. This privacy policy explains how we use any information we collect about you or your child when you engage with us.

Any reference to 'your data' includes any data collected on those attending our Young Learner courses, and so may be your child. It also includes Bell employees and, other individuals Bell engages with.

## WHAT INFORMATION DO WE COLLECT ABOUT YOU?

We collect information about you when you book onto one of our courses or engage you in employment. Information is also collected when you submit an enquiry either through our website ([bellenglish.com](http://bellenglish.com)), directly by email, or if we meet you at an event. Website usage information is collected using cookies.

We will only collect information necessary to your relationship with Bell and will retain this data for no longer than is necessary for its intended purpose or until you request otherwise.

## HOW WILL WE USE THE INFORMATION ABOUT YOU?

We collect information about you to process your booking, manage your account throughout this process and your time at Bell. With your permission we will occasionally contact you following your time with Bell, with offers on our products and services we think may be of interest to you.

Information gathered from your usage of our website will be used for internal analytics to inform how we can improve the website for the benefit of the customer journey.

We will only share your information with third parties that are necessary during your time with Bell. Bell will never share your information for marketing purposes with companies outside Bell.

## MARKETING

We would like to occasionally send you information on our products and services which may be of interest to you. If you have consented to receive marketing, you can opt-out at any time.

If you no longer wish to be contacted for marketing purposes you can do so through the unsubscribe link on our emails, or by emailing [enquiries@bellenglish.com](mailto:enquiries@bellenglish.com). Where you do opt-out of communications from us, we will retain your information to ensure we do not contact you in the future, while still maintaining a record of your academic achievements with Bell.

## ACCESS TO YOUR INFORMATION AND CORRECTION

You have the right to request a copy of the information we hold about you. If you would like a copy of some or all of your personal information, please email [dpo@bellenglish.com](mailto:dpo@bellenglish.com) or write to us at Bell, Red Cross Lane, Cambridge, CB2 0QU, and Bell will aim to respond within 40 days. We may make a small charge for this service.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

## COOKIES

Cookies are text files placed on your computer to collect standard internet log and visitor behaviour information. This information is used to track visitor use of the website and to compile internal reports on website activity.

You can set your browser to not accept cookies, however as a result some of the features on our website may not work as a result.

## OTHER WEBSITES

If our website contains links to other websites, we are not responsible for its content. This privacy policy applies to our website only, so you should ensure you read their privacy policy.

## CHANGES TO OUR PRIVACY POLICY

We will keep our privacy policy updated and under regular review and will place any updates on this webpage. This privacy policy was last updated 17 May 2018.

## HOW TO CONTACT US

Please contact us if you have any questions about our privacy policy or information we hold on you:

- by email [dpo@bellenglish.com](mailto:dpo@bellenglish.com)
- or write to us, Bell, Red Cross Lane, Cambridge, CB2 0QU