

THE ROLE OF THE GROUP LEADERS AND RESPONSIBILITIES 2020

1. Provide a police check/statement of good character from their own country.
2. Provide us with any emergency contact information for their students/parents and guardians re: The Parental consent form.
3. Be available every morning at the beginning of school in case of student absence/illness /lost or receiving emergency information.
4. Have at least one group leader available at all times when students are in class.
5. Leaders must accompany students on all organized excursions and after-school activities, assisting LanguageUK staff where appropriate.
6. All Leaders must be present to supervise student behaviour during breaks and lunches (refer to the schedule for times). Please ensure that they leave the canteen area clean and tidy.
7. Leaders are required to ensure that Abbey School's and Canterbury no smoking policy is observed. Smoking cigarettes, vaping and e-cigarettes is strictly prohibited anywhere on school property, including the roads leading up to the premises, and near the foot-bridge for Faversham only. Please note it is illegal for U18 to smoke in the UK.
8. In the case of student sickness, LanguageUK should be informed at the earliest possible opportunity. If a student has to remain at home due to sickness and an adult member of their host family is unable to stay with them, it is the responsibility of the group leaders to ensure that the student is not left alone.
9. If one of your students requires medical attention and need to see a doctor/dentist or go to hospital, you will be required to accompany them.
10. If a student has an ongoing medical condition, the group leader has the responsibility of ensuring that said condition is properly taken care of. LanguageUK and its host families will not be able to take any liability.
11. Inform us of any concerns about their student's pastoral and academic wellbeing as early as possible.
12. LanguageUK must be able to account for the students' whereabouts at all times.
 LanguageUK should be notified if groups intend to organise their own activities (the organisation of such activities is strongly discouraged as students will be busy at all times and this will interrupt the programme). The group leaders and agent representatives are responsible for the safety and well-being of the students during any activities arranged by themselves and not part of the LanguageUK programme.
13. Leaders cannot decide for themselves to re-house students. Students who request a host family change for no valid reason (such as their own prejudice regarding ethnicity, religion, sex, sexuality, disability or a desire to share with other students) will be subject to a £100 charge. In both Canterbury and Faversham we have designated welfare and accommodation officers who oversee moving any students.
14. **Under no circumstances, without the hosts consent, must a student take photos inside the house or residents and use these photos on social media including Facebook, WhatsApp, Snapchat, Instagram, Twitter and any other application. This is a serious invasion of privacy.**

15. LanguageUK are not liable for any videos, photos that are downloaded onto social media that causes distress or any legal action. The students who take the videos are responsible and liable.
16. Leaders are responsible for the above two points and to make it very clear to their students. Any students who are caught invading privacy will be expelled from the course.
17. Ensure their students follow the homestay providers meal times.
18. Ensure their students are punctual and attend all classes and activities.
19. Respond to any disciplinary matters that occur.
20. Ensure your students in your group understand the Anti Bullying policy.
21. Please note LanguageUK accommodation team can homestay host up to 4 students per house hold if the house is big enough.
22. Group leaders are responsible for organising a walking taxi home from the activity evening if required.
23. Homestay hosts are not responsible to the collecting and dropping off the students throughout the week.
24. Ensure all their students arrive home safely and go straight home after all activities.
25. Taxis are not provided for leaders or students who live within the catchment area of the school. If a leader/student requires a taxi they will have to pay if they are within catchment.
26. Respect European data protection laws (GDPR) and keep any personal data safe.
27. Encourage your students to speak English at all times.

Enjoy your time at LanguageUK

Group Name:	Date:
LanguageUK:
Group Leader:
Group Leader:
Group Leader: