



Kings Young Learners: Group Leader Policy

Agent Contact Name

Agent Phone Number

Agent Emergency Phone Number

Agency / Group Name

Centre

Group Leader Essential Requirements

Group leaders are essential to the smooth running of the Centre.

Please ensure that your group leaders are fluent English speakers aged 20+ (group leaders who cannot speak English will be considered as students and charged for all services).

Group Leaders – Letter of Good Conduct / Police Checks

As Kings is responsible for checking that appropriate background checks have been completed, we require all agents to submit a completed "Letter of Good Conduct" for each group leader. The "letter of Good Conduct" is attached.

Please contact us if you have any questions.

Please note that the "Letter of Good Conduct" and this "Group Leader Policy" needs to be sent to Kings at least 4 weeks before the start of the course.

Group Leader Contact Name(s)

Group Leader Contact Number(s)

Group Leader Email

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Group Leader Promise

Group Leaders agree to:

- Ensure their students settle into life at the Kings Centre and integrate fully with the other students, join activities, participate fully in lessons and generally have an enjoyable and educational experience!
- Be available to assist with the supervision and discipline of their students
- Encourage students to speak English at all times
- Ensure that students are eating correctly and are looking after their own personal hygiene
- Attend activities and excursions with their students (Group Leaders will be counted towards the supervisory ratios of their own students)
- Help ensure that all students behave well at all times
- Help ensure that their students abide by the school rules and the school code of conduct.
- Accompany their students to the pharmacy, doctor, dentist, hospital, etc. when needed.
- Look after their students if they are ill
- Accompany their students to the embassy, police station, airline office, as necessary in the case of lost ticket / passport, etc.
- Liaise between parents / students / agents / the school, etc. in the case of health, personal or disciplinary issues, etc.
- Attend all scheduled meetings with the Kings team on-site
- Ensure that students don't cause disruption after bedtime (residential courses) / Ensure students get home safely from evening activities (home stay)
- Complete a certified, online Safeguarding training course at least 1 week prior to arrival at centre

By signing this document, I confirm that:

1. I have read and understood this policy fully
2. Background checks have been made for each group leader and copy of the "Letter of Good Conduct" (signed and stamped by the relevant official body) will be sent to Kings at least 4 weeks before the start of the course.

Agent Name

Agent Signature

Date