

TopUp Learning London (Tti) Guidelines for Leaders of Teenage Groups

Welcome to the UK and TopUp Learning London (Tti) RAAS Summer camp. We hope that you and your students will enjoy your stay. These guidelines are intended to help you all have a wonderful time at TopUp Learning and in Reigate. Please make sure your students understand the rules and also that you keep to them throughout your stay.

The group leader's responsibilities are as follows –

- To co-ordinate the arrival and departure of the group with TopUp Learning staff.
- To ensure that students know the laws regarding drugs, alcohol, shoplifting, stealing etc. To share core British values with their group (e.g. tolerance for other nationalities, religions, lifestyles (and report any extremist or radical views expressed within the school) To take a supervisory role for all the students in their group, including ensuring that students behave during lessons, on excursions and in the dormitories.
- To ensure, together with the school, the safety and wellbeing of the students.
- To take part in every activity with their group, including the excursions.
- To ensure, together with the school, the students are on time to class and activities.
- To ensure students turn up for meals at the required times.
- To ensure students return to their accommodation at the agreed time.
- To be the spokesperson for the group in case of any problems and act as intermediary with a responsible TopUp Learning member of staff.
- To act as intermediary when required between the school and parents of any student in the group.
- To accompany any member of their group who needs to go to a doctor, dentist, pharmacist or hospital.
- To be fully familiar with TopUp Learning's Safeguarding Policies and Procedures

TopUp Learning will ask you to sign a form stating that you are a suitable person to be allowed unrestricted access to juniors. Under UK law, any student under the age of 18 years is considered a child / junior and must be looked after accordingly.

Keeping in touch

We recommend that all group leaders have UK SIM cards for their mobile phones. You can obtain a free UK sim card from the school. Please make sure the school and your students know the number. Please make a list of all your students' mobile numbers and ensure you have this list with you at all times.

Supervision

Please note that under UK law, all persons under the age of 18 years are considered CHILDREN. They must therefore be supervised especially on excursions and activities.

For all students, the ratio of supervisors both in and out of the premises should be no more than 1:10. On long excursions, however, it is considered good practice for a minimum of two supervisors to be available, so that should a problem arise, one can stay with the group, whilst the other seeks assistance.

We suggest dividing the group into smaller groups according to the number of leaders, so each leader is in charge of a particular group on the journey to and from school and also on excursions. This will minimise the risk of students getting lost.

Children under the age of 16 should be supervised at all times. It means that Group leaders must bring and collect the children to classrooms, the canteen, the activities, their dormitory houses, and supervise them at break time.

We will give each student a lanyard and a card, giving the school address and telephone number. There will also be a school emergency number. Please make sure the students carry these at all times.

ALL students under 18 MUST go with the group. Students under 18 must not be allowed to go outside from the campus on their own without a leader.

TopUp Learning London (Tti) Emergency Phone Number: 07899677258

School DSL (Staff specially trained in Safeguarding): Amélie Françoise - Camp Manager
00 44 (0)7438 530 463

Group Leaders are responsible for their students' safety at all times.

Have a wonderful time!

Principal TopUp Learning London (Tti)

I agree to the group leader responsibilities as outlined above.

Signature..... Date