



LONDON

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

school emergency number: **+44 7456 314794 (WhatsApp and Mobile)**

Welcome to London and TopUp Learning London (Tti). 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 London. 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 and on excursions.
- To ensure, together with the school, the safety and wellbeing of the students.
- To ensure junior 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 this form stating that you are a suitable person to be allowed unrestricted access to juniors and/or to provide a police certificate from your home country. 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. 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. Alternatively create a WhatsApp/Line/WeChat/Telegram group that you can stay in touch with students.

Please let us know if any of your students don't have internet access during the stay.

Please share the school emergency number with all your students and ask them to save it: **+44 7456 314794 (WhatsApp and Mobile)**

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 and during their stay in accommodation.

Travelling on public transport. You will be travelling with your students on public transport. Please talk to your students about the safe way to get on and off buses and underground

trains. Please make sure your students know the route you are travelling before setting off, so they can catch up with the rest of the group if you are separated. Before getting on an underground train, it is good practice to tell the students the name of the station where you will be getting off or changing lines.

We will give each student an identity 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.

Group Leader led excursions/activities Group Leaders should plan all excursions / activities in advance. Although students should be consulted on excursions/activities if appropriate, once a plan is agreed upon, ALL students under 18 MUST go with the group. Students under 18 must not be allowed to go into the centre of London or outside London on their own without a leader.

For the activities/excursions arranged by the school, group leader must follow school's activity leader's instruction and help with safeguarding students during the trip.

You also need to read and be familiar with the following policies, procedures and guidelines and inform your students:

- Safeguarding policy
- Critical incident and Emergency plan
- British Values
- Prevent policy
- Bullying, Harassment and Abusive Behaviour Policy
- Attendance Policy
- Lateness policy
- Health and Safety policy
- Fire Safety
- Homestay guideline
- Students Handbook
- Students Code of Conduct
- Complaint procedure
- Disciplinary procedure
- Excursion and activities policy

You can find these policies on our website: <https://www.ttischool.com/learn-english-in-london/policy/>

TopUp Learning London Emergency Phone Number: **+44 7456 314794 (WhatsApp and Mobile)**

School DSL (Staff specially trained in Safeguarding): Sam Malafeh, Wei Lin, Chris Scallon
Group Leaders are responsible for their students' safety at all times.

Have a wonderful time!

- I confirm I am a suitable person to be allowed unrestricted access to juniors
- I agree to the group leader responsibilities as outlined above.

Group Name:

Group Leader's name:

Date:

Signature