

Group Leader Guide 2019



Welcome to Embassy Summer!

It's finally time to get ready for an exciting and eventful summer with your students. The purpose of this guide is to provide you with the most essential information and to prepare you for this great adventure. It's important that you know who to speak to in any given situation, and how to handle different situations and issues that might appear. All that information, and more, can be found on these pages.

While learning English, your students will enjoy a packed schedule of activities and excursions and meet other groups from all over the world. Embassy Summer greatly values the vital support that Group Leaders provide to their students. We are confident that you and your group will have an unforgettable summer and create a lot of new memories to bring back home.



Who to speak to in the centre



For **welfare and health & safety**:
Speak to the **Welfare and Administration Officer (WAO)** or the **Welfare Officer (WO)***



For **all academics and lessons**:
Speak to the **Director of Studies (DoS)**



For **on-site activities (day & evening)**:
Speak to the **Onsite Social Manager (OSM)**



For **excursions / trips / visits off-site**:
Speak to the **Activity/Excursion Manager (EM)**



For **local visits around the city**:
Speak to the **Local Activity Manager (LAM)**

* In some centres, this may also be the person to speak to about accommodation. In the absence of a WAO/WO the **Centre Manager** will take their place.



Responsibilities of a Group Leader

Embassy Summer expects the Group Leader to share responsibility for the pastoral and welfare needs of their students. Embassy Summer also expects the Group Leader to help enforce the rules of the school, as outlined in the Student Notebook and school notice boards, and enforce any additional local arrangements. Please note that these responsibilities do not extend to students who are not your own.

There are six specific Group Leader responsibilities that help keep students safe and allow for a successful summer school:

- ✓ Make sure you have all your students insurance documents, parental consent forms and health declaration forms with you
- ✓ Report all incidents, accidents, illnesses and absence to the centre management team
- ✓ Report your students as present or absent at the start of each lesson and activity session
- ✓ Ensure your students are in bed by curfew
- ✓ Ensure your students are on time, in the right place and prepared for all lessons, activities and excursions
- ✓ Ensure you and your students wear the Embassy Summer ID and lanyard at all times



Group Leader Code of Conduct

Please familiarise yourself with the Student Code of Conduct as these guidelines also apply to you. In addition, further guidelines for you are as follows:

1. Avoid being alone with junior students.
2. Do not enter any student's room alone unless in an emergency.
3. Do not communicate electronically via email, text, phone or social networking sites, blogs, web pages or instant messaging services with students who are not your own.
4. Do not give your personal details, such as your Facebook details or phone number etc., to students who are not your own.
5. Do not post photos or videos of students on your private social media channels without having their consent.
6. Do not drink alcohol in front of students or while at work.
7. Do not interact with students while under the influence of alcohol.
8. Do not smoke in front of students.
9. Do not possess, take or be under the influence of non-prescribed drugs at any time.
10. If leaving campus or already off-campus, do not bring any students who are not your own.

Shopping & Free Time

In the interest of student safety, there are rules on who can have free time and for how long. These are available in the centre, in the trip information packs and highlighted on the Group Absentee Form.

With the Group Absentee form, you can sign your students out of activities if necessary. This requires approval from the Centre Manager. You will be fully responsible for the group and any lessons or activities missed cannot be replaced. Before you sign your students out, the management team will ask you to complete the form and explore the risks of your chosen alternative.



Illness

Local doctor, dentist and hospital information is available on the centre notice board. Please report any sick student to the Welfare Officer or Centre Manager as soon as possible.

Embassy Summer is not responsible for paying for taxis to /from medical facilities for students / Group Leaders. Please ask the Centre Manager if you wish to have an Embassy Summer staff member accompany you when seeking medical help, which will BE approved at their discretion. Group Leaders are expected to accompany students if they have to stay overnight in hospital.

Please note Embassy Summer staff cannot administer any medication.

Lost or Stolen Items

Embassy Summer is not responsible for lost or stolen personal items. You must report any theft or missing item to the Centre Manager as soon as you can. We will assist you in reporting any missing items.

Meetings

Regular meetings with the centre management team are important to share information, comments, suggestions and feedback. Your participation and attendance is essential for a successful programme.

Departure

At least 2 days before departure, please check that all tickets and passports are in order. Please ensure you check your departure time and checkout procedures with Embassy Summer centre management.

Before leaving the centre, please ensure that all keys have been returned, any payments for damages are settled and all questionnaires / reports are completed.

Night Time

Each centre has set curfew times. This is for the safety and security of students, Group Leaders and staff.

Night Supervisors patrol the site from 11pm until the next morning. Any students found outside of their accommodation or making too much noise or disturbance after curfew will be disciplined.

Damages

Students are responsible for paying for any damages they make, individually or collectively. You will assist in collecting a damages deposit of £30/€40 from each student on the day of arrival.

Arrival Summary Form

You will join a Group Leader Induction on your first day in the center. After the induction, it is very important that you read and sign the Arrival Summary Form provided to you by the centre staff.

