

## GROUP LEADER REGISTRATION FORM

Please complete this form in **CAPITAL LETTERS**.

### Personal Information

Family Name	Mr/Mrs/Miss/Ms													
First Name											Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female		
Date of Birth	DD		MM		YYYY						Nationality			
Passport/ID No											Passport expiry	DD	MM	YYYY
Address (home country)											Post code			
Telephone	+										Mobile phone	+		
Address (UK)											Post code			
Telephone (UK)											Mobile phone (UK)			
Email address														
Emergency contact	Name												Relationship	
	Address													
	Telephone												Mobile phone	
Email address														

### Additional Information

Do you have any health problems, disabilities or allergies?
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### Group Information

Group name														
Organisation name														
Organisation address											Post code			
Organisation Phone											Mobile phone			
Email address														

Bloomsbury International reserves the right to use any photos or videos taken at the school or during social activities for marketing and promotional purposes. Please notify us in writing if you do not wish for us to use your photos, videos or school work in our marketing material.

## GROUP LEADER REGISTRATION FORM

### Group leader rules and agreement

Student safety and welfare comes first at Bloomsbury. Please work with us to ensure you and your group make the most of your stay. The following rules are essential, regardless of the age of your students.

You must ensure that you and your students read, understand and follow all rules (school, accommodation, social programme) and the "Safeguarding Policy" summary which can be found on our website and in the Student Handbook.

1. You must ensure that your students read, understand and follow their timetables and social programme. All students must attend all lessons and social activities (where applicable).
2. Please wear your group leader card at all times when in the school and on social activities.
3. Bring all of your students to school and collect them after their lessons. Ensure that all of your students arrive at school and return to their allocated homestays (or other accommodation) safely and on time.
4. You must inform the school in advance if any of your students will be late or absent from class or a social activity.
5. Escort all under 16-year-olds on the journey to and from the accommodation to the school.
6. If staying in non-homestay accommodation: you must always be present overnight.
7. If staying in non-homestay accommodation: you must always be present when an under 18 is at the accommodation, day or night.
8. Your social programme has been agreed and accepted, you are not allowed to make any changes. If activities need to be cancelled for reasons such as poor weather, we will arrange an alternative.
9. Accompany your group on all social activities, including those arranged by the school. Please work with your Bloomsbury activity supervisor to ensure the activity goes well.
10. You must speak to the school first if you want to arrange any extra activities outside of the programme we give you.
11. You must not disrupt your students or their classes, unless in an emergency and you have permission from the school.
12. Ensure that you and all of your students know what to do in case of an emergency outside of school hours – i.e. your students must inform you so you can inform the school immediately.
13. In an emergency, safety comes first. Please work with Bloomsbury's Certified First Aiders or Fire Marshals and follow their instructions. If you have any queries, please ask once the students are safe.
14. Be available to your students at all times (either on the telephone or in person), in order for them to be able to contact you if necessary.
15. You must supervise and know about all of your students' whereabouts all times, including
  - a. before and after lessons
  - b. lunch time
16. You must always have the school's full contact details, including our emergency telephone number.

### Declaration

I have been authorised by the agency and the students' parents to accompany the group.		
I confirm that I have read, understood and agree to abide by the above rules.		
I confirm that I have no criminal convictions that would affect my position as group leader and the information I have provided in this document is accurate to the best of my knowledge.		
Full name:	Signature:	Date:

For official use only	date	initials
Leader classed by (name)		
Passport copy taken		
Form completed and filed		