



# Booking form for group leaders

## Young learner courses: open enrolment

Write clearly in BLOCK CAPITALS and use black ink. Please scan and email this form to us. Please photocopy for your own records.

### GROUP NAME (IF APPLICABLE)

.....

### GROUP LEADER INFORMATION

Family name (as on passport):

.....

First name (as on passport):

.....

Male      Female

Date of birth (day/month/year):

.....

Nationality:

.....

First language:

.....

Address:

.....

City:

.....

Country:

Post/zip code:

.....

Telephone (including international dialling code):

00 .....

Mobile/cellphone (including international dialling code):

00 .....

Email:

.....

### MEDICAL AND WELFARE

Do you have any special dietary requirements?

Vegetarian      Vegan      Halal      Gluten-free

Other      please specify:

.....

Do you have a medical condition, disability or any allergies?

Please provide full name and details of your condition. Please note that not all Bell centres have disabled access.

Do you have any learning difficulties? If so, please give details

Are there any other requirements we should know about?

Please note that every effort is made to meet any special requirements you may have, however this cannot always be guaranteed. Special requests may also restrict your choice of accommodation.

### VISA INFORMATION

Information on visas can be found on the UK Home Office website: [www.gov.uk/visas-immigration](http://www.gov.uk/visas-immigration)

Type of visa required for entry in the UK:

None

Standard Visitor

Other      please specify:

If you require a visa, please send us a copy of your passport.

### GROUP LEADER DECLARATION

As group leader, I confirm that the information given above is correct and:

I have received and read Bell's guidelines for group leaders (see overleaf)

I have read, understood and agree to adhere to the responsibilities for group leaders outlined in the guidelines and Bell's standard terms and conditions.

There is no reason under English law why I should not be responsible for children under the age of 18 (if applicable)

I will provide a Police Certificate of Good Conduct and letter of appointment from the visiting school head before arriving at Bell.

Name:

.....

Date:

.....

Occasionally we take photographs, video or other multimedia of students during class or leisure activities and this media may be used by Bell or its partners for marketing purposes, including print, advertising and online platforms like social media and websites. Please tick here if you consent for you/your child to take part in these activities.

We, Bell Educational Services Ltd, would love to keep in touch with you by post, email or phone with offers, news and information on Bell's products and services. We will treat your information safely and with care, and will never share it with third parties for the purposes of marketing. The only way in which we can contact you is with your explicit consent, so to join our mailing list, please tick the box below. You can unsubscribe at any time by emailing [enquiries@bellenglish.com](mailto:enquiries@bellenglish.com).

Yes, I'd like to receive offers, news and information about Bell's products and services by:  
Email      Post      Phone

I have read and accept the privacy policy attached.



# Guidelines for group leaders on open enrolment courses

We are able to accept Group Leaders on Bell Young Learner open-enrolment courses, providing they meet the requirements detailed below and agree in writing to the Bell terms and conditions for Group Leaders. (Failure to meet these requirements may result in expulsion from the Bell centre.)

The Centre Manager has overall responsibility for the programme, and we require you to adhere to all reasonable requests made by them.

All Group Leaders need to complete and return the 'Registration Form for Group Leaders'.

Accommodation for Group Leaders will be provided on campus for which a charge will be made.

## Group Leaders' personal requirements

A Group Leader accompanying children on a Bell open-enrolment course in England will need to be:

- at least 23 years old
- experienced in dealing with children in a residential environment
- a fluent speaker of English (where there is more than one group leader, at least one must be fluent in English) in possession of a current Police Certificate of Good Conduct/Police Clearance Certificate, a copy of which must be sent to Bell in advance of arrival with a letter of appointment from the Head of School/Organisation
- aware of UK child protection law and Bell policy and procedures relating to child safety.

## Responsibilities

### General Responsibilities

Group Leaders must:

- ensure Bell receives a completed booking form for each child
- understand that Group Leaders' responsibilities on the course are confined to assisting with the welfare of their group only and that they have no involvement in the planning or running of the course programme
- ensure no medication (including paracetamol and ibuprofen) is kept in bedrooms
- be familiar with and follow Bell course rules at all times
- report concerns about any aspect of the course (including student welfare, lessons and activities) to the Centre Manager inform the Centre Manager of suspected mistreatment by or to any Bell student
- have a telephone that works in the UK, which they should always pick up
- Group Leaders will be issued with an Identity Card, which must be worn at all times whilst on the campus.

## Bell responsibilities

Group Leaders agree that:

- Bell course staff will be in loco parentis
- Bell responsibility extends to looking after their students' travel documents, pocket money and any medication while they are at the centre. All these items will be kept securely locked away and only issued to students as required by either a member of the Bell Senior Course staff or a Bell houseparent.

## Liaison with course staff

- During the course the Centre Manager may ask for advice about the group and individual students, and help may be enlisted on welfare and discipline matters
- Group Leaders will be kept informed of any problems concerning individual students
- During the course the Centre Manager is the first point of contact for Group Leaders.

## Liaison with students

- Group Leaders may not arrange to take their students away from the course without the Centre Manager's agreement and, if necessary, approval from Bell Head Office. As with all students, written permission must be obtained from the parent/guardian if a student is to be accompanied off-site for a day or weekend, and these arrangements agreed with the Centre Manager.
- Arrangements will be made for specific times for Group
- Leaders to meet with their students, which are convenient to students, staff, Group Leaders and the running of the course
- Group Leaders should not expect to go into classes, attend activities or accompany students on excursions except by special arrangement with the Centre Manager
- Observation of classes and activities must be made in agreement with the Centre Manager and Group Leaders will usually be accompanied by the Centre Manager or senior staff
- Group Leaders may only take their groups on additional excursions if these have been negotiated before the course. In such cases Group Leaders assume full responsibility throughout the excursion.

## Arrival at the centre/departure from centre

- Bell normally arranges the airport transfers to and from the course centre and a place will be reserved for the Group Leader (and luggage) on the coach or minibus at no extra charge
- It is essential to confirm all transfer requirements to Bell at least four weeks before the course start date
- On arrival at the course the Group Leader can expect to meet the Centre Manager, be shown around the Centre, and given timetable and information about the programme
- The Group Leader should check departure arrangements with the Student Services Director on the course.



# Privacy policy

Bell Educational Services Limited, known as 'Bell' is committed to processing your data fairly and lawfully. This privacy policy explains how we use any information we collect about you or your child when you engage with us.

Any reference to 'your data' includes any data collected on those attending our Young Learner courses, and so may be your child. It also includes Bell employees and other individuals Bell engages with.

## WHAT INFORMATION DO WE COLLECT ABOUT YOU?

We collect information about you when you book onto one of our courses or engage you in employment. Information is also collected when you submit an enquiry either through our website ([bellenglish.com](http://bellenglish.com)), directly by email, or if we meet you at an event. Website usage information is collected using cookies.

We will only collect information necessary to your relationship with Bell and will retain this data for no longer than is necessary for its intended purpose or until you request otherwise.

## HOW WILL WE USE THE INFORMATION ABOUT YOU?

We collect information about you to process your booking, manage your account throughout this process and your time at Bell. With your permission we will occasionally contact you following your time with Bell, with offers on our products and services we think may be of interest to you.

Information gathered from your usage of our website will be used for internal analytics to inform how we can improve the website for the benefit of the customer journey.

We will only share your information with third parties that are necessary during your time with Bell. Bell will never share your information for marketing purposes with companies outside Bell.

## MARKETING

We would like to occasionally send you information on our products and services which may be of interest to you. If you have consented to receive marketing, you can opt-out at any time.

If you no longer wish to be contacted for marketing purposes you can do so through the unsubscribe link on our emails, or by emailing [enquiries@bellenglish.com](mailto:enquiries@bellenglish.com). Where you do opt-out of communications from us, we will retain your information to ensure we do not contact you in the future, while still maintaining a record of your academic achievements with Bell.

## ACCESS TO YOUR INFORMATION AND CORRECTION

You have the right to request a copy of the information we hold about you. If you would like a copy of some or all of your personal information, please email [dpo@bellenglish.com](mailto:dpo@bellenglish.com) or write to us at Bell, Red Cross Lane, Cambridge, CB2 0QU, and Bell will aim to respond within 40 days. We may make a small charge for this service

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

## COOKIES

Cookies are text files placed on your computer to collect standard internet log and visitor behaviour information. This information is used to track visitor use of the website and to compile internal reports on website activity.

You can set your browser to not accept cookies, however as a result some of the features on our website may not work as a result.

## OTHER WEBSITES

If our website contains links to other websites, we are not responsible for its content. This privacy policy applies to our website only, so you should ensure you read their privacy policy.

## CHANGES TO OUR PRIVACY POLICY

We will keep our privacy policy updated and under regular review and will place any updates on this webpage. This privacy policy was last updated 17 May 2018.

## HOW TO CONTACT US

Please contact us if you have any questions about our privacy policy or information we hold on you:

- by email [dpo@bellenglish.com](mailto:dpo@bellenglish.com)
- or write to us, Bell, Red Cross Lane, Cambridge, CB2 0QU