GROUP LEADER CONTRACT

Buckswood Lions

Name of Group:

Name of Leader:

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1. Purpose of the Agreement

This agreement outlines the expectations, duties, and conduct required of the Group Leader while accompanying students to and from the Buckswood Lions Groups Centre and during their stay.

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2. In Loco Parentis Responsibility

The Group Leader, typically a teacher or member of staff from the sending school, agrees to act in loco parentis for all students in their group. This means:
• The Leader assumes full parental responsibility for the welfare, behaviour, and supervision of the students for the entire duration of the trip, including travel, daytime and evening activities, and overnight stays.
• The Leader must use reasonable care to ensure the safety, health, and general well-being of the students, acting in their best interests at all times.
• This includes anticipating risks, managing behaviour, and promptly responding to emergencies or concerns.

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3. Core Responsibilities

The Group Leader agrees to:
• Maintain 24/7 supervision of students, including wake-up and bedtime routines.
• Attend daily staff briefings organised by the Centre and relay key information to students and colleagues.
• Ensure full and timely participation in the programme (classes, activities, excursions).
• Monitor and report on student behaviour, encouraging high standards of discipline and cooperation.
• Be available and on call at all times for student support, conflict resolution, or

emergencies.
• Submit daily feedback or concerns to the Centre management team regarding student well-being, programme quality, or operational issues.

• Ensure regular monitoring of students' physical and emotional welfare throughout the trip.
• Oversee and support students' daily hygiene routines and ensure appropriate student appearance throughout the programme.
• Be responsible for the secure storage, distribution, and record-keeping of any student medications in accordance with the Centre's health guidelines.

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4. Working with Centre Staff

• A dedicated member of the Buckswood Lions staff will always be present to lead activities, manage logistics, and assist with programme delivery.
• The Group Leader agrees to work in partnership with the Lions staff member, maintaining open communication, sharing responsibilities, and supporting each other to ensure the students' experience is safe, enriching, and enjoyable.
• While the Lions staff lead programme elements, the Group Leader remains responsible for overall student welfare and behaviour.

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5. Safeguarding & Reporting Responsibilities

The Group Leader must:
• Adhere to the Centre's Safeguarding and Child Protection Policy at all times.
• Ensure that students are never left unsupervised during scheduled or unscheduled activities.
• Immediately report any concerns related to:
o Physical or emotional well-being
o Bullying or peer conflict
o Disclosures of abuse or neglect
o Medical incidents or health concerns
o Any other safeguarding matter
• Log safeguarding issues through the Centre's reporting systems and liaise with the Designated Safeguarding Lead (DSL).

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6. Student Information, SEN & Dietary Needs

• The Group Leader must ensure the Centre is fully informed of any:
o Special Educational Needs (SEN)
o Medical conditions
o Allergies or dietary requirements
• The Leader must liaise with Centre staff to ensure these needs are understood, documented, and fully catered for.

• Group Leaders are also responsible for monitoring the effective delivery of any required adjustments or provisions during the stay.

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7. Pocket Money, Valuables & Travel Documents

• The Group Leader is responsible for overseeing the management, safety, and distribution of students' pocket money and valuables.
• The Centre staff can assist by securely storing valuables and passports if requested by the Group Leader.
• The Centre accepts no liability for lost or stolen items; secure arrangements should be made between the Leader and their students or school prior to arrival.
• Leaders must brief students on basic safety practices related to money, phones, and personal belongings.
• The Buckswood staff will also assist the Group Leader and students with pre-flight check-ins and other administrative tasks prior to departure, where required.

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8. Professional Conduct

The Group Leader must:
• Model respectful, inclusive, and responsible behaviour for students.
• Maintain professional boundaries at all times.
• Refrain from consuming alcohol or substances during the period of responsibility.
• Cooperate respectfully and constructively with Centre and Lions staff, participating fully in team efforts to manage the group.

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9. Accommodation and Meals

• The Centre will provide full board accommodation to the Leader.
• The Leader agrees to reside with the group in assigned accommodation and remain on-site unless pre-approved by the Centre.
• The Leader is responsible for evening supervision and room checks, ensuring curfew and quiet hours are respected.

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10. Medical and Emergency Protocols

• Group Leaders must carry or have access to:
o Up-to-date medical and emergency contact details for each student.
o A first aid kit (provided by the school or Centre).
• Leaders will accompany students to medical appointments or clinics as needed and inform Centre management of any incidents.
• All incidents must be recorded and reported in line with Centre procedures.
• The Group Leader is responsible for the storage, administration (as appropriate), and documentation of any student medications. The Centre team can provide lockable storage on request.

11. Insurance and Documentation

• It is the responsibility of the Group Leader and their school to ensure:
o All students and accompanying staff are covered by adequate travel and medical insurance.
o All required passports, visas, consent forms, and health declarations are valid, up to date, and available before travel.

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12. Liability and Indemnity

• The Group Leader and their institution shall indemnify the Centre against any loss, injury, or damage caused by failure to supervise students appropriately or by negligent conduct.
• The Centre accepts no responsibility for personal property lost or damaged during the stay.

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13. Feedback and Evaluation

• Group Leaders are expected to:
o Provide daily feedback at staff briefings or via written/online forms.
o Participate in a final debriefing session before departure.
o Complete a Leader Feedback Form to support programme review and development.

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14. School Site Access and Online Use

• When visiting or entering the Buckswood School main site, the Group Leader must:
o Sign in and out at reception each time they enter or leave the premises.
o Be accompanied at all times by a member of the Buckswood Lions staff when moving around campus, in accordance with school safeguarding regulations.
• Group Leaders are permitted to:
o Access the school website, internet, and school portals from the Lions Room or staff room, with permission.
o Use the school Wi-Fi and systems solely for professional purposes and in line with the School's ICT Acceptable Use and Website Policy.

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14. Communication Protocol
In line with the school’s safeguarding policy, staff are not permitted to use WhatsApp or other informal messaging platforms to communicate directly with students. To ensure the safety and well-being of all young people in our care, all official messages, updates, and images will be sent to the Group Leader, who will then be responsible for passing them on to students, parents, and other relevant stakeholders. This process ensures clear communication while upholding our commitment to safeguarding best practice.

I have read and understood my expectations

Sign: _____

Name: _____

Date: _____

OFFICE USE ONLY
Attached letters of recommendation and support for the leader's qualifications and suitability.

Additional Leader Provision (Where No Leader is Supplied)
In the event that a group does not provide its own Group Leader, Buckswood Lions can supply a trained and experienced Group Leader to accompany and supervise the students for the duration of the trip. This service is available at an additional charge.

Being a Group Leader is a position of great responsibility - one that requires care, patience, and dedication. We fully appreciate that it is no easy task, and we are grateful to those who take on this vital role. Please know that the Buckswood Lions team is here to help and support you every step of the way. From logistics to student management, we believe that communication is the key to a successful and enriching experience for all. Working together, we aim to create a memorable, smooth, and safe programme for every student and every partner school.