



## Group Leader Checks

Dear Language Tour Provider

As you may be aware, the British Council have made recent changes to their guidelines to increase the safeguarding measures across all of the accredited schools working with students under 18. Please find more information on page 2.

As a result, all agencies sending under 18s must carry out a police check on all of the group leaders coming to our schools.

Group leaders will also need to sign an individual self-declaration form to confirm that they do not have any criminal convictions.

Please note that any group leaders arriving to the school without such a check will need an extra LTC staff member provided for the group for supervision purposes. This will incur extra costs.

Please complete, sign, scan and return this form to us.

It will remain valid for a period of one year from the date below for all the group leaders you will send to us.

Full Name of the Language Tour Provider	
Full Name of the Language Tour Provider	
Full address of the Language Tour Provider	
Contact email address of the Language Tour Provider	

I, the undersigned, confirm that all of the group leaders I send to LTC Eastbourne have been checked by the police. I confirm that the checks do not contain any adverse information of a criminal nature.

Signature of the Language Tour Provider

\_\_\_\_\_

Date

\_\_\_\_\_



British Council, Bridgewater House  
58 Whitworth Street, Manchester M1 6BB, UK  
T +44 (0)161 957 7000  
F +44 (0)161 957 7111  
[www.britishcouncil.org](http://www.britishcouncil.org)

All accredited providers

February 2014

Dear Director, Principal, Head of ELT

### NEW BRITISH COUNCIL REGULATIONS

All British Council accredited UK ELT providers accepting students under the age of 18 are now required to meet additional inspection criteria relating to the safeguarding of students.

Inspection criterion C5 requires:

"All current holders of roles involving responsibility for or substantial access to under 18s, and all new appointees to such roles, will have appropriate suitability checks, for example with the Disclosure and Barring Service (in England and Wales) or Protecting Vulnerable Groups Scheme (in Scotland) or Access NI (in Northern Ireland), or Police 'Certificate of good conduct' (outside the UK), in line with the organisation's safeguarding policy."

*Accreditation UK Handbook 2014 and 2015, page 30.*

This means that agencies sending group leaders with students will need to provide assurance of their suitability to work with children by requiring a Police 'certificate of good conduct' or 'certificate of criminal record' from their country of residence.

Group leaders arriving in the UK without such checks having been completed will only be allowed limited access to and responsibility for students and additional supervision will be provided by the school which may result in increased costs.

Yours sincerely

Elizabeth McLaren  
Manager Accreditation UK  
British Council  
T +44 (0)161 957 7130  
F +44 (0)161 957 7074  
[elizabeth.mclaren@britishcouncil.org](mailto:elizabeth.mclaren@britishcouncil.org)