



# Oxford English Camps

Group Leader Handbook

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# Welcome Letter

I am thrilled to extend a warm welcome to you and your children as we embark on an exciting journey of language exploration at Oxford English Camps! As the CEO of our esteemed organization, it brings me immense joy to introduce you to our immersive English programmes tailored specifically for kids. At Oxford English Camps, we believe in the transformative power of language learning, and our Immersive English programmes are designed to provide an engaging and enriching experience for young minds. We understand the importance of fostering a love for language from an early age, and our dedicated team is committed to creating an environment where your children can thrive academically and personally. What sets our camps apart is our unwavering commitment to excellence. Our carefully crafted curriculum is not only educational but also interactive, ensuring that every child not only learns the intricacies of the English language but also develops practical communication skills. Through a variety of activities, games, and cultural experiences, we aim to make the learning process enjoyable, encouraging our campers to embrace English as a tool for both academic and real-world success.

*Robert*

*McWilliams*

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# Oxford English Camps: Mission, Vision and Core Values

Oxford English Camps epitomize a unique blend of educational excellence and immersive experiences. Our mission is to empower learners with linguistic proficiency while fostering cultural understanding and personal growth. Through our visionary approach, we aim to cultivate global citizens equipped with the language skills and cultural awareness necessary to thrive in an interconnected world.

At the heart of our vision is a commitment to providing unparalleled language learning opportunities that transcend traditional classroom boundaries. We believe in the transformative power of language to bridge divides and open doors to new horizons. Our core values—excellence, inclusivity, innovation, and integrity—guide every aspect of our operations, ensuring that each camper receives the highest caliber of instruction in a supportive and inclusive environment.

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Nestled in the historic city of Oxford, our camps are strategically located to offer participants an enriching cultural experience amidst the backdrop of centuries-old academia. The illustrious surroundings inspire a sense of awe and intellectual curiosity, creating an ideal setting for immersive language learning. Our state-of-the-art facilities blend modern amenities with the timeless charm of Oxford's architectural heritage, providing a comfortable and stimulating environment for campers to thrive.

Committed to delivering top-tier language education, Oxford English Camps focuses on helping students from all corners of the globe enhance their language proficiency. We strive to create memorable experiences and lasting friendships, dedicated to empowering the next generation of global leaders through innovation and excellence

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# The Role of a Group Leader

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The role of a Group Leader at Oxford English Camps is integral to the success of the camp experience for both campers and staff. Defined by a blend of responsibility, leadership, and professionalism, Group Leaders play a crucial role in creating a safe, engaging, and enriching environment for children to learn and grow.

Firstly, the essence of the Group Leader's role lies in their responsibility for the daily welfare and activities of a designated group of campers. Acting as mentors and guides, Group Leaders oversee campers' participation in scheduled activities, meals, and free time, ensuring their safety and well-being throughout. This involves not only physical supervision but also emotional support, providing a nurturing and inclusive atmosphere where campers feel valued and supported.

Central to the role of a Group Leader is the facilitation of English language learning opportunities. Whether inside the classroom or during outdoor activities, Group Leaders play a pivotal role in encouraging campers to practice and improve their language skills in a fun and interactive manner. By creating an immersive English-speaking environment, Group Leaders help campers develop confidence and proficiency in the language while also fostering cultural exchange and understanding.

In addition to their hands-on involvement with campers, Group Leaders are responsible for maintaining professionalism and upholding camp policies and procedures. This includes adhering to child protection guidelines, promoting health and safety protocols, and demonstrating respect and sensitivity towards campers and colleagues alike. Group Leaders serve as ambassadors of the camp, embodying its values and ethos through their conduct and interactions.

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# The Role of a Group Leader

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Furthermore, Group Leaders are expected to demonstrate reliability, punctuality, and dedication in fulfilling their duties. As role models for campers, they must exemplify the qualities of responsibility and commitment, showing up prepared and engaged in their role. This involves not only being present physically but also emotionally invested in the campers' well-being and development.

Ultimately, the role of a Group Leader at Oxford English Camps extends beyond mere supervision; it encompasses mentorship, leadership, and advocacy for the campers under their care. Through their dedication, professionalism, and genuine passion for working with children, Group Leaders play a vital role in shaping positive and memorable experiences for campers, fostering personal growth, cultural exchange, and language learning in a supportive and inclusive environment.



# The Role of a Group Leader

**1. Responsibility for Campers' Welfare:** Group Leaders oversee the daily activities and well-being of assigned campers, ensuring their safety and fostering a nurturing environment.

**2. Facilitation of Language Learning:** Group Leaders facilitate English language learning opportunities both inside and outside the classroom, encouraging campers to practice and improve their language skills.

**3. Effective Communication:** They communicate effectively with the centre manager and other Oxford English Camps staff, sharing updates, addressing concerns, and coordinating activities to ensure smooth operations.

**4. Adherence to Safeguarding Policies:** Group Leaders follow Oxford English Camps' safeguarding and prevent policies, ensuring the safety and well-being of campers at all times.

**5. Active Supervision:** They actively supervise students during all camp activities, maintaining a vigilant presence to ensure their safety and engagement. Group leaders must remain contactable at all times.



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# The Role of a Group Leader

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**6. Assistance with Residential Duties:** Group Leaders assist with residential duties if required, supporting campers during meal times, bedtime routines, and other residential activities.

**7. Liaison between Organizations:** They liaise between Oxford English Camps and their home organisation, facilitating communication and cooperation to ensure the smooth running of the camp.

**8. Punctuality and Attendance:** Group Leaders are expected to model punctuality and attendance, arriving on time for all scheduled activities and encouraging their students to do the same.

**9. Positive Representation:** Group Leaders present a positive and united front along with Oxford English Camps staff for the students, fostering a supportive and inclusive atmosphere conducive to learning and personal growth.

**10. Role Modelling:** They serve as role models for campers, exemplifying qualities of responsibility, professionalism, and teamwork, and promoting a positive camp experience for all

## Group Leader Rules

- Encourage and uphold our English only environment
- Do not take your students off-site
- Do not take photos of children who are not under your direct supervision
- Do not enter the bedroom of any students other than your own
- Do not bring alcohol on site
- Do not smoke on -site. Will have to use one of the designated off-site smoking areas

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# At the Airport

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Please read this information carefully before you arrive. A member of Oxford English Camps staff will be there to meet you. They will be wearing a blue t-shirt with a welcome sign which will have the Oxford English Camps logo on it.

## ARRIVAL AT THE AIRPORT:

When your group arrives at the airport, please follow these simple steps:

1. Stay Together: Ensure all students and adults stay together as a group.
2. Go through passport control
3. Collect your luggage
4. Meet the Camp Staff: Look for the Oxford English Camps staff member waiting for you in the arrivals hall. They will have a sign with the camp's name. Do not leave the airport without them.
5. Contact Information: The name and contact number of the person meeting you will be confirmed prior to your departure. If you have any issues or cannot find the staff member, call the emergency number provided: [01865 965 279].

If you need any further help with arrivals and departures or are unclear about the process at UK airports, please ask prior to your stay. We are always happy to help.



**Please note:** UK airports, especially in the Summer can be very busy places. It can sometimes take 1-2 hours to get through passport control and baggage claim

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# What to do When you Arrive



Upon arrival at Oxford English Camps, Group Leaders are greeted with a comprehensive orientation designed to ensure a smooth transition into their roles. This orientation encompasses several key components, beginning with an introduction to the camp's facilities and an overview of initial check-in procedures.

Group Leaders are given a thorough tour of the campgrounds, familiarizing them with important locations such as accommodation areas, dining facilities, activity centres, and emergency exits. This tour not only acquaints them with the layout of the camp but also highlights essential safety features and amenities available to both staff and campers.

Following the facility tour, Group Leaders are introduced to fellow staff members, including camp administrators, instructors, support staff, and fellow Group Leaders. These introductions provide an opportunity for networking and collaboration, fostering a sense of camaraderie and teamwork among the camp staff.

Additionally, Group Leaders receive camp materials and schedules, including activity plans, teaching materials, and relevant documentation. These resources equip them with the necessary tools to effectively carry out their responsibilities and support the camp's educational objectives. Throughout the orientation process, Group Leaders are encouraged to ask questions, seek clarification, and familiarize themselves with camp policies and procedures. Clear communication channels are established, ensuring that Group Leaders feel supported and informed as they embark on their camp journey.

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# School Rules

- **English Classes:**

- Attend all scheduled English classes punctually.
- Actively participate in classroom activities and discussions.
- Respect the teacher and fellow classmates during lessons.
- Follow instructions and complete assigned tasks to the best of your ability.
- Use English as the primary language of communication within the classroom.

- **Activity Programme:**

- Participate in all scheduled camp activities unless excused for valid reasons.
- Follow safety guidelines and instructions provided by activity leaders, teachers and the Centre Manager.
- Respect equipment and facilities during activities.
- Engage in activities with enthusiasm and a positive attitude.
- Cooperate with fellow campers and staff to ensure the success of each activity.

- **Residential Rules:**

- Maintain cleanliness and tidiness in residential accommodations.
- Respect quiet hours and be considerate of fellow campers' rest and privacy.
- Follow designated curfew times and return to accommodations promptly.
- Adhere to any specific rules or regulations provided by residential staff.
- Report any maintenance issues or concerns to camp staff promptly.

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# School Rules

- **If You Break These Rules:**

- Consequences may include verbal warnings, written warnings, or disciplinary action.
- Depending on the severity of the infraction, camp privileges may be revoked and you may be excused from afternoon and evening activities.
- Repeated or serious rule violations may result in dismissal from the camp without refund.
- Group Leaders will provide guidance and support to help campers understand and correct their behaviour.
- Campers are encouraged to communicate openly with staff and seek assistance if they are struggling to follow the rules.

## Forbidden Items

 Weapons

 Vapes

 Illegal substances

 Inappropriate materials

 Alcohol

 Unauthorised Visitors

 Tobacco products

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# Disciplinary Procedure for Students

## **STEP 1: VERBAL WARNING**

- The first step in addressing disciplinary issues involves issuing a verbal warning to the student.
- A staff member will privately communicate with the student about their behaviour, clearly stating the rule that has been broken and the expected behaviour moving forward.
- The staff member will provide guidance and support to help the student understand the consequences of their actions and encourage them to modify their behaviour accordingly.

## **STEP 2: WRITTEN WARNING**

- If the student's behaviour persists or escalates after the verbal warning, a written warning will be issued.
- The written warning will document the specific rule violation, the date and time of the incident, and any previous verbal warnings given to the student.
- The student will be required to acknowledge receipt of the written warning by signing it, indicating their understanding of the consequences of further rule violations.

## **STEP 3: TEMPORARY SUSPENSION**

- If the student continues to disregard camp rules despite verbal and written warnings, a temporary suspension may be imposed.
- During the suspension period, the student will be temporarily removed from camp activities and accommodations, with arrangements made for their supervision and care.

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# Disciplinary Procedure for Students

- The suspension serves as a time for reflection and allows the student to consider the impact of their behaviour on themselves and others.
- The students' parents or guardians will be committed and Oxford English Camps would ask for support from the parents/ guardians and collaboratively come up with a plan of action to ensure that the students behaviour improves and they can remain at the camp for the duration of their stay.

## **STEP 4: DISMISSAL**

- In cases of severe or repeated rule violations, the student may be dismissed from the camp.
- Dismissal is a last resort and is only implemented when other disciplinary measures have failed to address the behaviour.
- The decision to dismiss a student will be made by camp management in consultation with relevant staff members and, if applicable, the student's parents or guardians.
- The student will be required to leave the camp premises immediately, with arrangements made for their safe departure and any necessary support provided.

This disciplinary procedure is designed to maintain a safe, respectful, and positive camp environment for all students and staff at Oxford English Camps. Each step is implemented with fairness, consistency, and consideration for the well-being of the student and the camp community as a whole.

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# Child Protection and Safeguarding

At Oxford English Camps, the safety and well-being of every camper are of paramount importance. To ensure a secure environment, robust child protection and safeguarding measures are in place.

## **CHILD PROTECTION POLICIES AND GUIDELINES:**

Oxford English Camps has comprehensive child protection policies and guidelines that outline the camp's commitment to safeguarding children from harm and promoting their welfare. These policies are developed in accordance with relevant laws, regulations, and best practices in child protection. They cover various aspects, including staff recruitment and training, code of conduct, supervision protocols, and procedures for identifying, reporting, and responding to safeguarding concerns or incidents. If you would like to see these policies please ask the Centre Manager or email [\*\*info@oxfordenglishcamps.com\*\*](mailto:info@oxfordenglishcamps.com)

## **ENGLISH SAFEGUARDING LAWS AND COMPLIANCE:**

Camp staff, including Group Leaders, are briefed on English safeguarding laws and regulations to ensure compliance with local legislation. This includes understanding legal definitions of child abuse, neglect, and exploitation, as well as recognizing signs of abuse or harm. Group Leaders are trained to adhere to mandatory reporting requirements and to respond promptly and appropriately to safeguarding concerns or incidents. Compliance with safeguarding laws is monitored and reviewed regularly to ensure ongoing effectiveness and adherence to legal standards.



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# Child Protection and Safeguarding



## **PROCEDURES FOR REPORTING CONCERNS OR INCIDENTS:**

Clear procedures are in place for reporting safeguarding concerns or incidents promptly and appropriately. Group Leaders are trained to recognise and respond to signs of abuse, neglect, or harm, and to report any concerns immediately to designated safeguarding officers or camp management. Reports are handled confidentially and sensitively, with the welfare of the child as the primary consideration. Follow-up actions may include further investigation, referral to external agencies or authorities, and implementation of support measures for the child and affected parties.

By adhering to robust child protection and safeguarding protocols, Oxford English Camps aims to create a safe, supportive, and nurturing environment where every child can thrive and enjoy their camp experience free from harm or exploitation. Group Leaders play a vital role in upholding these rules and regulations.

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# Bullying



Oxford English Camps maintains a zero-tolerance policy towards bullying of any form. The safety and well-being of our campers are paramount, and we are committed to providing a safe and inclusive environment for all participants. Our bullying policy encompasses clear definitions of bullying behaviour, proactive strategies for prevention, and robust procedures for addressing and reporting bullying incidents.

## **DEFINITION AND EXAMPLES OF BULLYING BEHAVIOUR:**

Bullying is defined as any deliberate and repeated behaviour intended to intimidate, harm, or exert power over another individual. Examples of bullying behaviour may include physical aggression (such as hitting, kicking, or pushing), verbal harassment (such as name-calling, teasing, or spreading rumours), social exclusion, cyberbullying (using electronic devices or social media to harass or intimidate), or any other form of aggressive or hostile behaviour that causes distress or harm to another person.

## **STRATEGIES FOR PREVENTING AND ADDRESSING BULLYING:**

Preventing bullying requires a proactive and collaborative approach involving camp staff, Group Leaders, campers, and parents. Strategies for prevention include:

- **Education and Awareness:** Campers are educated about the harmful effects of bullying and the importance of treating others with respect and kindness



- **Promotion of Inclusion:** Emphasis is placed on fostering a culture of inclusion, diversity, and acceptance, where differences are celebrated, and everyone feels valued and included.
- **Supervision and Monitoring:** Group Leaders and camp staff maintain vigilant supervision during all camp activities and interactions, promptly intervening to prevent and address any instances of bullying behaviour.
- **Encouragement of Positive Behaviour:** Positive behaviours, such as empathy, cooperation, and conflict resolution skills, are actively promoted and reinforced among campers.
- **Empowerment of Bystanders:** Campers are encouraged to speak up and report bullying incidents if they witness them, and they are assured that their concerns will be taken seriously and addressed promptly.

## **REPORTING PROCEDURES FOR BULLYING INCIDENTS:**

Campers are encouraged to report any incidents of bullying to their Group Leaders, camp counsellors, or other camp staff members immediately. Reporting can be done confidentially and without fear of retaliation. Group Leaders are trained to respond promptly and appropriately to reports of bullying, ensuring the safety and well-being of the victim and implementing disciplinary measures as necessary.

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# Bullying



All reported incidents of bullying are taken seriously and thoroughly investigated by camp management. Disciplinary actions may include verbal warnings, written warnings, suspension from camp activities, or dismissal from the camp, depending on the severity and frequency of the behaviour.

By implementing a comprehensive bullying policy that includes clear definitions, proactive prevention strategies, and robust reporting procedures, Oxford English Camps strives to create a safe, supportive, and respectful environment where all campers can learn, grow, and thrive free from fear of bullying or harassment.

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# Keeping Safe Online

At Oxford English Camps, we recognise the importance of promoting safe internet use for both children and staff. With the increasing prevalence of online activities, it's crucial to provide guidance on navigating the digital world responsibly and ensuring online safety.

## **GUIDANCE ON SAFE INTERNET USE FOR CHILDREN AND STAFF:**

- We provide comprehensive guidance on safe internet use for both children and staff, emphasizing the importance of privacy, security, and responsible online behaviour.
- Children are educated about potential online risks, such as sharing personal information, interacting with strangers, and accessing inappropriate content. They are encouraged to communicate openly with trusted adults about their online experiences and seek guidance if they encounter any concerns.
- Staff members are trained on best practices for internet safety and privacy, including safeguarding personal information, using strong passwords, and being cautious when sharing content online. They serve as role models for responsible online behaviour and provide support and guidance to campers on navigating the digital world safely.

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# Keeping Safe Online



## **TIPS FOR MONITORING ONLINE ACTIVITY AND ENSURING PRIVACY:**

- We provide practical tips for monitoring online activity and ensuring privacy, both for children and staff. This includes guidance on adjusting privacy settings on social media accounts, being selective about sharing personal information online, and using privacy-enhancing tools and software.
- Parents are encouraged to establish clear guidelines and boundaries for their children's online activities, including setting time limits, monitoring content, and discussing online safety regularly.
- Group Leaders and camp staff monitor online activity within camp premises, ensuring that campers are engaging in safe and appropriate online behaviour. They are trained to recognize signs of potential online risks or threats and take appropriate action to address them.

## **HANDLING CYBERBULLYING AND ONLINE THREATS:**

- We have protocols in place for handling cyberbullying and online threats, ensuring a swift and effective response to any incidents that may arise.
- Campers are educated about cyberbullying and online threats, including how to recognize them and what steps to take if they experience or witness such behaviour. They are encouraged to report any incidents of cyberbullying to their Group Leaders or camp staff, who will take immediate action to address the situation.

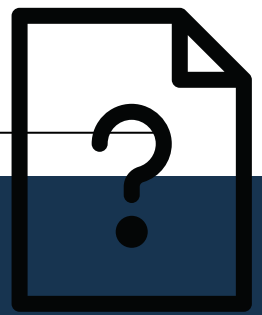
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# Keeping Safe Online



- Group Leaders and camp staff are trained on how to handle cyberbullying and online threats sensitively and effectively. This includes providing support to the victim, intervening to stop the bullying behaviour, and implementing disciplinary measures as necessary.
- We collaborate with parents and guardians to address cyberbullying and online threats, keeping them informed of any incidents and working together to ensure the safety and well-being of all campers.

By providing guidance on safe internet use, tips for monitoring online activity, and protocols for handling cyberbullying and online threats, Oxford English Camps aims to create a safe and positive online environment where children can explore, learn, and connect with others responsibly.



# Missing Students Procedure

In the rare event that a student is missing at Oxford English Camps, it is imperative to act swiftly and decisively to ensure the safety and well-being of the missing student. Group Leaders play a crucial role in implementing the missing students procedure, which involves specific steps and protocols to follow in such situations.

## **STEPS TO TAKE WHEN A STUDENT IS MISSING:**

- Upon discovering that a student is missing, Group Leaders immediately notify the Centre Manager or designated staff member.
- Group Leaders and Oxford English Camps staff conduct a thorough search of the camp premises and surrounding areas to locate the missing student. They check common areas, facilities, and designated activity areas, as well as any areas where the student may have wandered off.
- Group Leaders communicate with fellow staff members to coordinate search efforts and gather relevant information about the missing student, including their last known whereabouts and any relevant details about their appearance or behaviour.

## **PROCEDURES FOR SEARCHING AND ALERTING**

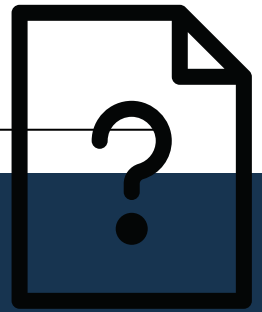
### **AUTHORITIES:**

- If the missing student is not found after initial search efforts, Group Leaders alert local authorities and emergency services to report the situation. They provide detailed information about the missing student, including their name, age, physical description, and any relevant medical or behavioural considerations.



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# Missing Students Procedure



- Group Leaders cooperate fully with law enforcement agencies and emergency responders, providing assistance and support as needed to facilitate the search and rescue efforts.

## **COMMUNICATION WITH PARENTS AND EMERGENCY**

### **CONTACTS:**

- Group Leaders communicate promptly with the missing student's parents or guardians to inform them of the situation and provide updates on the search efforts. They reassure parents that every possible measure is being taken to locate the missing student and ensure their safety.
- Group Leaders maintain ongoing communication with the missing student's emergency contacts, keeping them informed of any developments or updates regarding the search and rescue operation. They provide support and assistance to the student's family members, addressing any concerns or questions they may have.

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# Fire Safety



Fire safety is of paramount importance at Oxford English Camps, and comprehensive policies and procedures are in place to ensure the safety of all campers and staff in the event of a fire emergency. While Oxford English Camps takes the lead in implementing fire safety measures, Group Leaders play a crucial supportive role in ensuring that campers are aware of procedures and are safely evacuated.

## **FIRE ALARM SYSTEMS AND EVACUATION PLANS:**

- State-of-the-art fire alarm systems are installed throughout the camp premises, equipped with audible alarms to notify occupants in the event of a fire emergency.
- Evacuation plans are prominently displayed in camp buildings and facilities, outlining designated evacuation routes, assembly points, and procedures for campers and staff to follow during a fire emergency. Make sure you are aware of these upon arrival
- Group Leaders are familiarized with the camp's evacuation plans and procedures and are trained to guide campers to safety in an orderly and efficient manner. If you have any questions, please ask on your first day so that you can be prepared for the duration of your stay. Oxford English Camps staff are always on hand to help.



## **LOCATIONS OF FIRE EXTINGUISHERS AND EXITS:**

- Fire extinguishers are strategically positioned throughout the camp premises in easily accessible locations, clearly marked and identified for quick retrieval in case of a fire emergency.
- Exits are clearly marked with illuminated exit signs and are kept clear of obstructions to facilitate swift evacuation. Group Leaders and Oxford English Camps staff are trained to direct campers to the nearest exits and assembly points during evacuation drills and actual emergencies.

## **ROLES AND RESPONSIBILITIES DURING A FIRE EMERGENCY:**

- In the event of a fire emergency, Group Leaders support Oxford English Camps staff in implementing the fire safety procedures and ensuring the safe evacuation of all campers.
- Group Leaders are responsible for maintaining order and calm among campers, guiding them to designated assembly points, and conducting head counts to ensure that all campers are accounted for.
- Group Leaders assist campers with special needs or mobility issues, providing necessary assistance and support during evacuation procedures.
- After ensuring the safe evacuation of all campers, Group Leaders cooperate with Oxford English Camps staff and emergency responders to address any remaining hazards and provide assistance as needed.

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# Mobile Phone Policy



The mobile phone policy at Oxford English Camps aims to balance the benefits of technology with the safety, privacy, and engagement of campers. While students are permitted to have their mobile phones during their stay, specific rules and guidelines are in place to ensure responsible usage and minimize distractions.

## **RULES AND GUIDELINES FOR MOBILE PHONE USAGE:**

- Campers are permitted to have their mobile phones with them during their stay at Oxford English Camps. However, usage of mobile phones during lessons, activities, and designated camp events will be determined by the Centre Manager on a weekly basis.
- The use of mobile phones for making calls, sending text messages, and accessing social media or other non-educational apps may be restricted during certain times or in specific areas of the camp premises.
- Campers are expected to adhere to the camp's code of conduct and respect the rights and privacy of others when using their mobile phones. They should refrain from taking photos or videos of others without their consent and avoid sharing personal or sensitive information online.

## **ENSURING CHILD SAFETY AND PRIVACY:**

- Group Leaders play a key role in ensuring the safety and privacy of campers when it comes to mobile phone usage. They monitor campers' behaviour and intervene if they observe any inappropriate or unsafe use of mobile phones.

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# Mobile Phone Policy

- Group Leaders educate campers about the importance of protecting their personal information and privacy online, including the risks associated with sharing photos, videos, or personal details on social media or other digital platforms.

## **MANAGING DISTRACTIONS AND PROMOTING ENGAGEMENT:**

- Group Leaders support the Centre Manager in managing distractions caused by mobile phone usage and promoting active engagement in camp activities. They encourage campers to participate fully in lessons, activities, and social interactions without undue reliance on their mobile phones.
- Group Leaders model responsible mobile phone usage and set clear expectations for campers regarding when and where mobile phones may be used. They reinforce the importance of being present and engaged in the camp experience, fostering a positive and inclusive atmosphere where campers feel connected and engaged with their surroundings.

By implementing clear rules and guidelines for mobile phone usage, ensuring child safety and privacy, and managing distractions while promoting engagement, Oxford English Camps aims to strike a balance between the benefits of technology and the holistic development of campers in a safe and supportive environment. Group Leaders play a crucial role in supporting the implementation of the mobile phone policy and fostering a positive camp experience for all campers.

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# Camp Activities and Daily Schedule



At Oxford English Camps, our camp activities and daily schedule are carefully designed to provide campers with a well-rounded and enriching experience. From English language learning to recreational and cultural activities, each day is filled with opportunities for fun, learning, and personal growth.

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# Camp Activities and Daily Schedule

## **OVERVIEW OF TYPICAL DAILY SCHEDULES AND ROUTINES:**

- Campers begin their day with a nutritious breakfast, followed by a morning assembly where the day's activities and schedule are announced.
- English language classes are conducted in the morning, focusing on language acquisition, communication skills, and cultural exchange.
- Afternoons are dedicated to a variety of activities, including sports, arts and crafts, team-building exercises, and cultural workshops.
- Evenings are often reserved for special events, such as talent shows, campfire gatherings, or themed parties, providing campers with opportunities for socializing and entertainment.
- Bedtime routines include reflection sessions, bedtime stories, and quiet time to wind down before lights out.

## **DESCRIPTIONS OF KEY ACTIVITIES AND EVENTS:**

- **Sports and Outdoor Activities:** Campers engage in a range of sports and outdoor activities, such as soccer, volleyball, hiking, and nature walks, promoting physical fitness, teamwork, and appreciation for the outdoors.
- **Arts and Crafts:** Creative workshops allow campers to explore their artistic talents through activities such as painting, pottery, jewellery-making, and music, fostering self-expression and creativity.

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# Camp Activities and Daily Schedule

- **Cultural Workshops:** Campers learn about different cultures through interactive workshops, where they participate in traditional dances, cooking classes, language lessons, and cultural presentations, promoting cross-cultural understanding and appreciation.
- **Team-building Exercises:** Group activities and challenges promote collaboration, problem-solving, and leadership skills, strengthening bonds among campers and fostering a sense of camaraderie.
- **Educational Excursions:** Field trips to local attractions, museums, historical sites, and landmarks provide campers with opportunities for experiential learning and exploration, enhancing their understanding of the world around them.

## **BEST PRACTICES FOR ORGANIZING AND LEADING GROUP**

### **ACTIVITIES:**

- **Group Leaders** play a crucial role in organizing and leading group activities, ensuring that each activity is well-planned, engaging, and inclusive.
- **Prioritize safety:** Group Leaders read risk assessments, establish safety protocols, and provide adequate supervision to ensure the safety and well-being of all campers during activities.
- **Foster participation:** Encourage active participation and engagement from all campers by creating a supportive and inclusive atmosphere where everyone feels valued and encouraged to contribute.



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# Classroom/ Teaching

*At Oxford English Camps, Group Leaders have a critical role in ensuring that campers are prepared for and engaged in their English language learning activities. While they may not have a direct role in teaching the lessons, Group Leaders play a vital supportive role in maintaining an optimal learning environment.*

## **SUPPORTING ENGLISH LANGUAGE LEARNING:**

- Group Leaders actively support campers in their English language learning journey by ensuring they are prepared and ready for their lessons. This includes making sure campers arrive on time, equipped with necessary materials such as pens, paper, and textbooks.
- They encourage campers to engage actively in their English language lessons and participate fully in classroom activities. Group Leaders reinforce the importance of active participation and provide encouragement to campers to overcome any language barriers they may encounter.
- Group Leaders foster a positive attitude towards language learning by celebrating campers' progress and achievements. They provide praise and recognition for efforts made by campers, reinforcing a growth mindset and a sense of accomplishment.

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# Classroom/ Teaching

## **ASSISTING INSTRUCTORS DURING LESSONS:**

- While Group Leaders may not have a direct role in teaching the lessons, they support instructors by ensuring that campers are attentive, engaged, and respectful during class time. They monitor campers' behaviour and intervene as needed to maintain a productive learning environment.
- Group Leaders communicate any concerns or issues regarding campers' behaviour or participation to instructors, allowing them to address these issues effectively and ensure that lessons run smoothly.

## **Enforcing the English Only Environment:**

- One of the key responsibilities of Group Leaders is to enforce the English only environment both inside and outside the classroom. They remind campers to communicate in English at all times, encouraging immersion in the language and maximizing opportunities for language practice.
- Group Leaders lead by example by communicating with campers and staff exclusively in English. They create opportunities for campers to practice their English language skills in real-life situations, such as during mealtimes, recreational activities, and social interactions.

By supporting English language learning, assisting instructors during lessons, and enforcing the English only environment, Group Leaders contribute to the overall success of the language learning experience at Oxford English Camps, ensuring that campers have the support and encouragement they need to achieve their language learning goals.

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# English Outside the Classroom

## **IT IS THE RESPONSIBILITY OF THE GROUP LEADER TOO:**

- Encourage English language use during non-classroom activities, such as meals, recreational activities, and free time.
- Create a supportive atmosphere where campers feel comfortable communicating in English, regardless of their proficiency level.
- Engage campers in English-language conversations, games, and interactions during non-classroom activities.
- Organise immersive language experiences, such as themed events and cultural workshops, where campers can practice English in real-life situations.
- Incorporate English-language instructions, prompts, and cues into everyday camp activities to facilitate language learning.
- Use visual aids, gestures, and demonstrations to help campers understand and participate in activities conducted in English.
- Provide opportunities for campers to engage in collaborative tasks, problem-solving activities, and group discussions in English.
- Foster a supportive and inclusive environment where English language use is celebrated and practiced throughout the camp experience.

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# Attendance and Punctuality

Attendance and punctuality are crucial aspects of the camp experience at Oxford English Camps, and Group Leaders play a vital role in ensuring that campers adhere to these standards. Here's an expanded view on each aspect:

## **Importance of Regular Attendance and Punctuality:**

Regular attendance and punctuality are essential for maximising campers' learning opportunities, participation in activities, and overall engagement in the camp experience. Group Leaders emphasise the importance of arriving on time to scheduled activities and classes, as well as attending all planned events and sessions. Regular attendance ensures that campers benefit fully from the camp curriculum, interact with their peers, and contribute to the camp community. Punctuality demonstrates respect for camp schedules, instructors, and fellow campers, fostering a sense of responsibility and accountability among campers.

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# Attendance and Punctuality

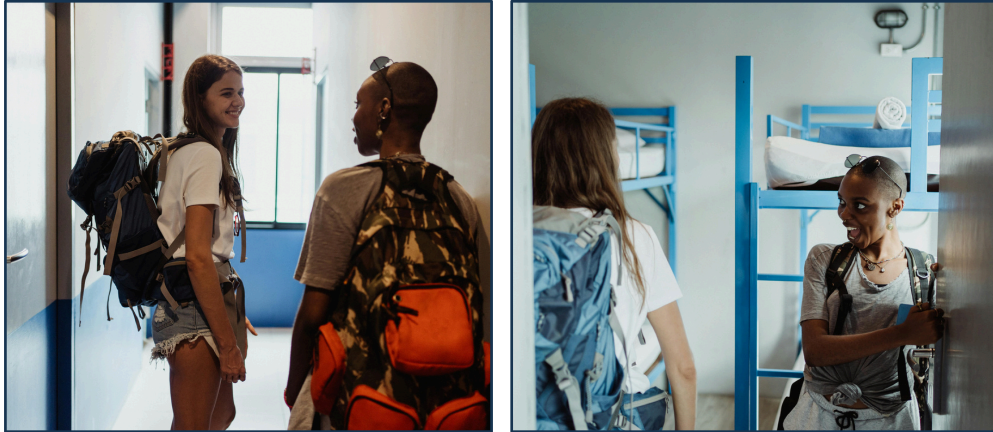
## **Managing Late Arrivals and Absences:**

In the event of late arrivals or absences, Group Leaders follow established procedures to address and manage the situation effectively. If a camper arrives late to a scheduled activity or class, the Group Leader ensures a smooth transition for the camper to join the ongoing session without disrupting the flow. Group Leaders may provide a brief recap of any missed instructions or announcements to help the latecomer catch up with their peers. In cases of absences due to illness or other reasons, Group Leaders promptly report the absence to the Centre Manager or designated staff member. They ensure that the camper receives appropriate support and assistance, such as access to medical care if needed, and communicate any relevant information to the camper's parents or guardians.

By emphasising the importance of regular attendance and punctuality, implementing procedures for recording attendance accurately, and effectively managing late arrivals and absences, Group Leaders contribute to a positive and organised camp environment at Oxford English Camps. Their proactive approach ensures that campers are fully engaged in the camp experience and have the support they need to thrive during their time at camp.

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# Residential Rules



1. **Respect Quiet Hours:** Students must adhere to designated quiet hours to ensure a peaceful environment for rest and relaxation.
2. **Keep Dormitories Tidy:** Students are responsible for maintaining cleanliness and orderliness in their dormitories, including making their beds and organizing personal belongings.
3. **Respect Personal Space:** Students must respect the personal space and property of their roommates and fellow campers.
4. **Follow Curfew:** Students are required to return to their dormitories by the designated curfew time each evening.
5. **Use Common Areas Responsibly:** Students should use common areas such as lounges, recreation rooms, and dining halls responsibly, keeping them clean and orderly for all campers to enjoy.

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# Residential Rules



**6. No Unauthorised Visitors:** Students are not permitted to bring visitors into the camp premises without prior approval from camp staff.

**7. Adhere to Dress Code:** Students must dress appropriately for camp activities and events, following the dress code outlined by camp staff.

**8. Respect Camp Policies:** Students are expected to adhere to all camp policies and guidelines, including those related to behaviour, safety, and participation in activities.

**9. Report Any Issues:** Students should promptly report any maintenance issues, safety concerns, or incidents to camp staff for resolution.

**10. Practice Personal Safety:** Students are encouraged to practice personal safety measures, such as locking doors and windows when leaving their dormitories and traveling in pairs or groups when outside camp premises.

**11. Lights off at 10:30pm**

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# Group Leader Supervision Duties

**1. Group leaders must remain on site at all times** and remain contactable throughout the evening and night-time.

**2. Supervise Dormitories:** Group Leaders oversee their students' dormitories, ensuring that students adhere to residential rules and maintain a safe and orderly environment.

**3. Conduct Room Checks:** Group Leaders conduct regular room checks to ensure that students are present, accounted for, and following dormitory rules.

**4. Enforce Curfew:** Group Leader may be asked to enforce curfew times, ensuring that students return to their dormitories by the designated hour and remain indoors for the night.

**5. Assist with Emergencies** for example medical emergencies

**6. Provide Support:** Group Leaders offer support and assistance to students who may feel homesick, anxious, or unwell during the night, providing comfort and reassurance as needed.

**7. Monitor Behaviour:** Group Leaders monitor students' behaviour and interactions during the night, addressing any disruptive or inappropriate conduct and promoting a positive and respectful atmosphere.

**8. Communicate with Camp Staff:** Group Leaders communicate with camp staff to provide updates on overnight activities, any issues or concerns that arise, and to coordinate responses to emergencies or incidents.



# FAQ'S



What is...



## ***What do I do if a camper gets homesick or feels upset?***

Comfort them, engage them in fun activities, and encourage them to share their feelings. Reassure them that homesickness is normal and temporary. Stay positive and supportive.

## ***Can we organize any fun surprises or activities for the campers?***

Yes, if you let us know in advance we can organize fun surprises and activities for campers. Plan games, themed events, or special treats to keep them engaged and excited.

## ***How do we handle it if someone accidentally breaks a camp rule?***

Address the situation calmly, remind them of the rules, and discuss why the rule is important. Apply appropriate consequences and ensure they understand the expectations going forward.

## ***Is there anyone we can talk to if we need extra support or advice?***

Oxford English Camps staff are always on hand. Please refer questions to the centre manager and/or Welfare Manager

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### ***Can we plan any special bonding activities for our group?***

Yes, bonding activities are included in the program. Special requests can be accommodated for a small supplemental fee.

### ***What should I do if a camper doesn't want to participate in an activity?***

Encourage them to join, but respect their feelings. We can offer an alternative activity or a short break. Discuss any concerns and ensure they feel comfortable and included.

### ***Are there any cool local spots we can explore with the campers?***

Yes, there are various cool local spots to explore with campers, including parks, museums, and landmarks. We can tailor outings to match camper interests.

### ***What's the best way to cheer up a camper who's feeling down?***

Offer them a listening ear, engage them in enjoyable activities, and remind them of the positive aspects of camp. Encourage bonding with peers and provide comforting support.

### ***What steps should I take if I have a safeguarding concern about a camper?***

Immediately report any safeguarding concerns to camp staff or designated authorities. Follow established procedures to ensure the safety and well-being of the camper.

### ***Where can I find my timetable?***

Your timetable is available on the camp's website and will be sent to you prior to your arrival. It can also be obtained from camp staff upon arrival. It outlines daily activities and schedules.

### ***Where can I find the risk assessments?***

Risk assessments are accessible through camp staff or on the camp's website. They detail potential hazards and safety measures for various activities, ensuring a secure environment for campers.

### ***Can I change my itinerary?***

Yes, you can request changes to your itinerary. Please contact camp or head office staff at least 48 hours prior to discuss any desired modifications and availability. At least 72 hours prior during the summer.

### ***Is there WiFi available?***

Yes, WiFi is available at most areas within the camp. Enjoy staying connected while participating in our activities and programs.

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# GDPR Policy

*At Oxford English Camps, we take the privacy and protection of personal data seriously. Our General Data Protection Regulation (GDPR) policy outlines our commitment to safeguarding the personal information of our campers, staff, and other individuals associated with our organization.*

## **OUR COMMITMENT TO DATA PROTECTION:**

- We adhere to the principles of data protection outlined in the GDPR, ensuring that personal data is processed lawfully, fairly, and transparently.
- We collect and process personal data only for specified, explicit, and legitimate purposes, and we ensure that it is not further processed in a manner that is incompatible with those purposes.
- We take reasonable steps to ensure that personal data is accurate, kept up to date, and stored securely to prevent unauthorized access, disclosure, or loss.

## **COLLECTION AND USE OF PERSONAL DATA:**

- We collect personal data from campers, staff, and other individuals for the purpose of organizing and facilitating our camp programs. This may include information such as names, contact details, medical information, and emergency contact details.
- Personal data is collected with the consent of the individual or their parent/guardian, and it is used solely for the purposes specified at the time of collection, such as managing camper registrations, ensuring camper safety, and communicating with parents/guardians.

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# GDPR Policy

- We do not share personal data with third parties unless necessary for the provision of camp services, and we ensure that appropriate safeguards are in place to protect the confidentiality and security of personal data when it is shared with third parties.

## **Data Retention and Deletion:**

- We retain personal data only for as long as necessary to fulfil the purposes for which it was collected, including any legal or regulatory requirements.
- Once personal data is no longer required, we take steps to securely delete or anonymize it in accordance with our data retention policies and procedures.

## **Individual Rights:**

- We respect the rights of individuals under the GDPR, including the right to access, rectify, or erase personal data, as well as the right to restrict or object to its processing.
- Individuals can exercise their rights by contacting our Data Protection Officer, whose contact details are provided in our GDPR policy.

## **Training and Compliance:**

- We provide training to our staff on their responsibilities under the GDPR and our data protection policies and procedures.
- We regularly review and update our GDPR policy to ensure ongoing compliance with data protection laws and regulations.

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# GDPR Policy

## **CONTACT US:**

- If you have any questions or concerns about our GDPR policy or the processing of personal data at Oxford English Camps, please contact our Data Protection Officer at ***adam@oxfordenglishcamps.com***

At Oxford English Camps, we are committed to upholding the highest standards of data protection and privacy, and we strive to ensure that personal data is processed lawfully, fairly, and transparently in accordance with the GDPR and other applicable data protection laws and regulations.

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## Laundry Facilities

There are laundry facilities on-site where you and your students can do laundry if required. We encourage students who are only staying for a week to bring enough clothes to make it through the week so that priority can be given to students staying longer.

## Allergies

Students and adults should make Oxford English Camps aware of any allergies or specific food requirements prior to their arrival via the pre-arrival information form. All allergies and food requirements can be catered for, and a weekly food schedule will be published and put up outside the canteen on a weekly basis.



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# Complaints Procedure

If Group Leaders have any complaints or concerns during their time at Oxford English Camps, they are encouraged to follow the following procedure to address their issues:

**1. Informal Resolution:** Group Leaders are encouraged to first attempt to resolve any issues informally by discussing them with their immediate supervisor or the Centre Manager. Many concerns can be resolved quickly and effectively through open communication and mutual understanding.

**2. Formal Complaint:** If the issue cannot be resolved informally, Group Leaders may submit a formal complaint to the Centre Manager or designated staff member. This complaint should be made in writing and should clearly outline the nature of the complaint, any relevant details or evidence, and the desired outcome or resolution.

**3. Investigation and Resolution:** Upon receipt of a formal complaint, Oxford English Camps will conduct a thorough investigation into the matter, gathering information from all relevant parties involved. The complaint will be handled with confidentiality and sensitivity, and efforts will be made to resolve the issue in a timely and fair manner.

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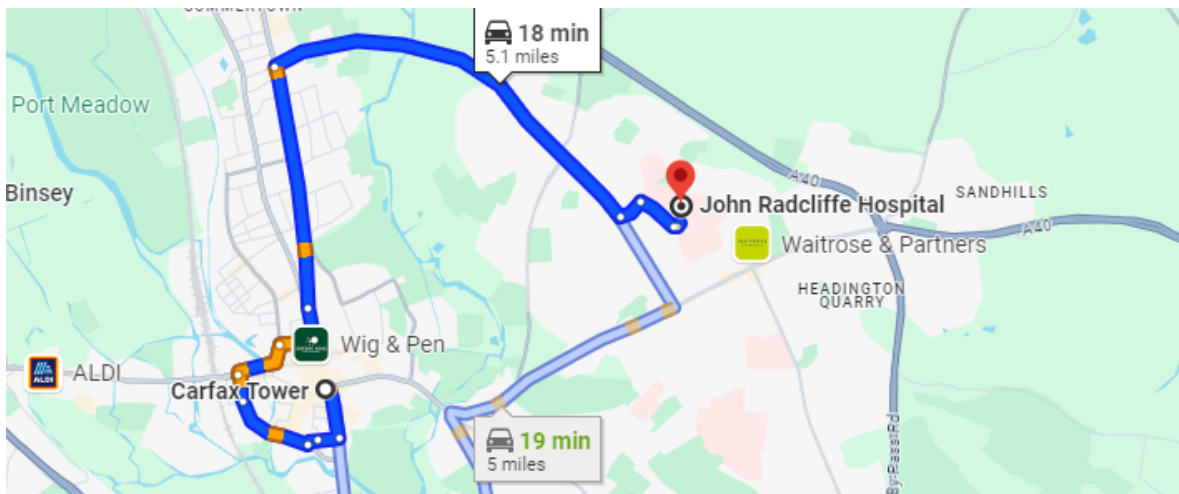
# Complaints Procedure

**4. Appeals Process:** If Group Leaders are dissatisfied with the outcome of the complaint resolution process, they may have the option to appeal the decision. Details of the appeals process will be provided to Group Leaders upon request.

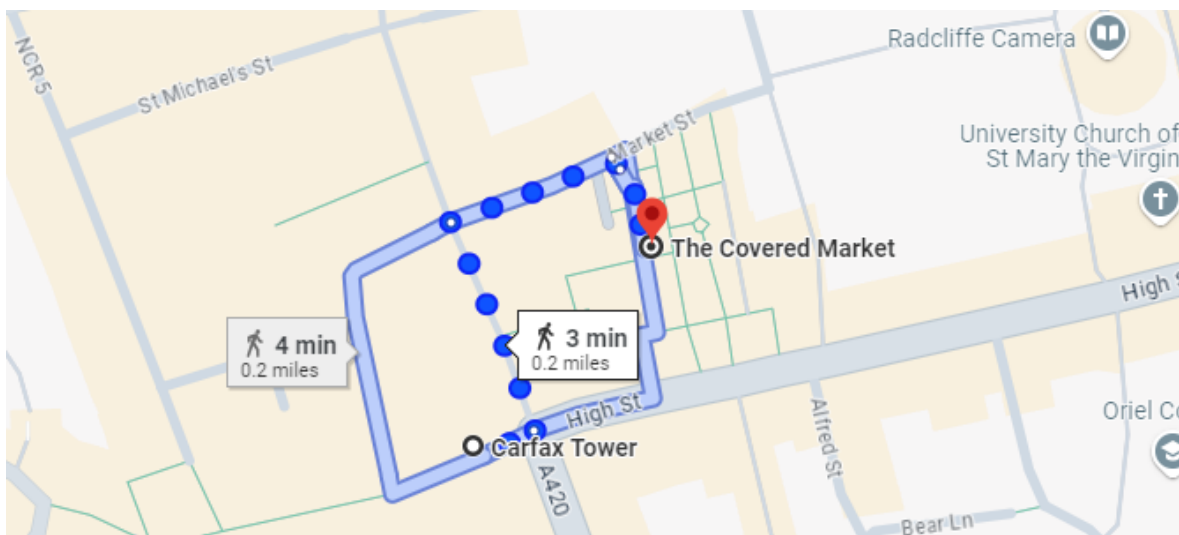
**5. External Agencies:** If Group Leaders feel that their complaint has not been adequately addressed by Oxford English Camps, they may have the option to escalate their complaint to external agencies or regulatory bodies, depending on the nature of the issue and applicable laws and regulations.

At Oxford English Camps, we take all complaints and concerns seriously and are committed to addressing them promptly and fairly. Group Leaders are encouraged to voice their concerns in a constructive manner, and every effort will be made to ensure that their issues are resolved to their satisfaction.

# Map to John Radcliffe Hospital



# Map to City Centre



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# Pre-Arrival Checklist

Item	Description	Completed?
Confirm arrival	Ensure that you are familiar with arrival date, time, and location	Yes
Review Schedule	Familiarize yourself with the daily activities, excursions, and educational programs planned for the camp duration.	
Prepare necessary documents	Have all required paperwork, including participant lists, medical forms, emergency contact information, and any special dietary or medical needs of campers.	
Review safety protocols	Familiarize yourself with camp safety procedures, including emergency protocols, first aid locations, and evacuation plans.	
Prepare for Orientation	Briefing session upon arrival to introduce camp rules, expectations, and guidelines to participants, and establish rapport with group members.	
Pack	Bring appropriate clothing, footwear, and any personal items necessary for the duration of the camp.	

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# Departure Checklist

Item	Description	Completed?
Check departure details:	Confirm departure date, time, and transportation arrangements with camp organizers to ensure a smooth exit.	Yes
Organize belongings:	Ensure all personal belongings are packed and accounted for, including any items borrowed or rented during the camp.	
Collect feedback	Distribute feedback forms or conduct a group discussion to gather input from participants regarding their camp experience.	
Reflect on the experience	Encourage group members to share their thoughts and reflections on the camp experience, discussing what they learned and how they grew.	
Discuss next steps:	Provide information about potential follow-up activities, programs, or resources available to continue language learning and cultural exploration.	



# Notes and Thoughts

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We thank you for your support. At Oxford English Camps we are really committed to giving students the best experience possible and this can't be possible without your help.

We hope that you and your students have a great stay in the U.K. Below is a small section for you to leave any notes or thoughts you might have.

- 1.
- 2.
- 3.
- 4.
- 5.



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## oxford English Camps

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OXFORD ENGLISH  
C A M P S

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