

Group Leader Checklist



We look forward to welcoming you and your group to Bendrigg in the coming weeks. We hope the following checklist will help with your preparations.

- Medical & Consent forms:** We need a completed form for **all** participants (inc. staff/carers) to enable us to make appropriate arrangements for any specific **needs and diets** within the group in preparation for your visit. You will find the online link to share with participants or parents/carers & staff within the 'Pre-course info' email.

- Group Summary Sheet:** A summary of all the information from the Medical & Consent forms including a complete list of all participants and group leaders.

It is vital all medical/consent forms and your group summary sheet are completed and returned to us at least **4 weeks before the start of your course.**

- Room Plan:** We would also like a room plan ideally 2 weeks prior to your arrival. You will find blank copy attached to your 'Pre-course info' email. Our virtual tour might be useful when allocating rooms:
https://www.360imagery.co.uk/virtualtour/residential/bendrigg_trust/

Failure to return all forms in a timely manner may have an impact on the service we can provide.

Additional Information

We strongly recommend that visiting groups arrange appropriate travel insurance to include cancellation, personal accident and loss or damage to personal belongings. Everyone coming to Bendrigg is covered by Public Liability Insurance for the duration of their stay however this does not include travelling to and from Bendrigg on arrival/departure days, cancellation and loss of deposit, personal accident not through our negligence and loss of baggage and personal effects.

If you have any queries in the lead up to your trip, please don't hesitate to contact our friendly Bookings team on 01539 723 766 / Email: bookings@bendrigg.org.uk

We look forward to seeing you all soon!