



Felsted

# ROUND SQUARE EXCHANGES POLICY

## SENIOR SCHOOL

<b>Committee normally reviewing:</b>	Senior Leadership Team
<b>Date last formally approved :</b>	Autumn Term 2019
<b>Date policy became effective :</b>	October 2010

<b>Period of Review:</b>	Three Years
<b>Next Review Date :</b>	Autumn Term 2022

<b>Person responsible for implementation and monitoring :</b>	Headmaster Director of Global Education
<b>Other relevant policies :</b>	Educational Visits and Off-Site Activities Policy Safeguarding and Promoting Pupil Welfare Policy Equal Opportunities Policy

**The following Policy encompasses the Aims and Ethos of the Senior School**

**Mr Chris Townsend  
Head, Senior School**

**[Aims and Ethos](#)**

**SAFEGUARDING STATEMENT**

***Felsted is committed to maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'.***

**EQUAL OPPORTUNITIES STATEMENT**

***The aims of the School and the principles of excellent pastoral care will be applied to all children irrespective of their race, sex, disability, religion or belief, sexual orientation, gender reassignment or pregnancy or maternity; equally these characteristics will be recognised and respected, and the School will aim to provide a positive culture of tolerance, equality and mutual respect.***

# ROUND SQUARE EXCHANGES POLICY

## 1. INTRODUCTION

A Round Square exchange is one of the most important experiential education opportunities that exist for us as a global membership school. If handled correctly, and each student's needs are taken fully into account, the exchange will allow students to benefit from a fresh perspective concerning their education, which will help them grow as individuals and shape their education and working life.

By nature, Round Square exchanges involve an element of risk. This policy outlines how those risks are managed along with the administrative procedures involved with achieving successful exchanges for both incoming students to Felsted and outgoing students to other parts of the world.

This policy aims to treat each individual student according to their needs, making every exchange an open, fair and transparent process.

## 2. STATUS OF EXCHANGES

All exchanges are by definition private arrangements between the parents of the exchanging students at each school.

All exchanges are facilitated between the Round Square Coordinators of both the sending and the receiving schools. In order for an exchange to take place, the Round Square application form must be signed by the parents or guardians granting full consent for the exchange.

For outgoing exchange students, the application form also requires signed permission from appropriate House Mistresses/House Masters and Tutors.

## 3. PROCEDURE

### Incoming Exchanges

One of the central benefits of being a Round Square Global Membership School is that our status grants us access to a network of over 200 schools around the world, each of which adheres to a similar educational ethos that is made apparent through the IDEALS. Membership therefore grants us a huge sense of confidence in knowing that the students who apply to come to Felsted will be inclined to share our values before they arrive. However, in order to ensure that we receive the right students, we have incorporated the following:

- Every aspect of the exchange involves the Round Square Representatives from both schools. They are copied in on all correspondence.
- The sending Round Square Representative (RSR) make contact with the receiving RSR and enquire as to whether or not we may be able to host a student of a specific age and gender.
- The Felsted RSR consults the relevant HM, who raises this at the weekly HMs' meeting. Based on the response, the Felsted RSR will feed back to the sending RSR.
- Once availability has been established, the sending RSR will send a completed application form. These often change from school to school, though it is essential that we receive the following information:
  - Full Name
  - Nationality
  - Current Grade
  - Date of Birth

- Age at the time of application
- Passport number, issue date, place of issue, expiry date
- Family contact information
- Medical information/requirements
- Dietary requirements
- An indication of academic performance (grade cards)
- Motivation for exchange (statement)
- Written approval from sending school and parents/guardians
- The Felsted RSR will send the Incoming Students Manual to the sending RSR
- The Felsted RSR will share the student application with the Assistant Head responsible for the student's timetable and the relevant HMr for approval.
- Once approved, the receiving HM at Felsted will then assign a student 'buddy' to the incoming student and share the appropriate contact information. The Felsted RSR will share this information with the sending RSR and encourage the students to make contact.
- Felsted RSR will arrange for incoming student details to be included on MIS
- The RSRs will liaise between the sending family and with both schools and make all logistical arrangements (finance, transport, any required assistance or arrangements)
- Once the student is on site, the Felsted RSR will arrange a welcome meeting with the students and introduce them to the Headmaster. The RSR will remain in contact with the visiting student and address any concerns that they might have during their exchange.
- The Felsted RSR will liaise with the HM hosting the student and the RSR from the sending school to ensure that all arrangements are made for a safe departure back home once the exchange has ended

### Outgoing Students

Students and parents are first provided with the following documents:

'Why a Round Square Exchange can Change your Life' (2019)

'Exchange Handbook for Outgoing Students' (2019)

'Exchange Form - Outgoing' (2019)

It is essential that any outgoing students will have carefully considered the impact that the exchange might have on their education. For this reason, HMs, the Assistant Head, the senior HM, the student's tutor and the parents are all involved in the application process before any arrangements are confirmed.

There are more favourable periods throughout the year where an exchange might be more appropriate on a general scale. However, each student is assessed on their individual needs and requirements, which is subsequently reflected in our procedure.

The procedure for ensuring that the exchange is safe, secure and in the student's best interest is as follows:

- Student expresses interest to RSR
- Student completes application form
- RSR shares the application with Assistant Head and Senior HM to ensure that there are no concerns
- RSR contacts the potential host school RSR and establishes potential dates
- If any changes need to be made concerning dates, based on the receiving school's response, negotiations are mediated by the RSR between the student, the student's family, their HM and the Assistant Head
- Once dates have been agreed, the parents or guardians of the student are encouraged to liaise with the school, always copying the RSR and sharing information concerning the logistical arrangements

- The Felsted RSR and the sending school RSR speak at least once a week to ensure that the student is integrating well and enjoying the experience
- Once the student returns, they meet with the RSR and discuss their experience and make recommendations for future applications.

#### 4. ACADEMIC EXCHANGE PLAN

In some cases, the terms of the exchange might involve creating a plan as to how the student might catch up on any work they have missed. This is to be agreed by the Academic Head and the Director of Global Education prior to student departure.

#### 5. SAFEGUARDING OF STUDENTS ON EXCHANGE TRIPS.

See the *Educational Visits Policy, Safeguarding (Child Protection and Staff Behaviour) Policy (Exchanges section)* and *CR Manual* for full details of our procedures and guidelines for Exchange Trips.

The generic Risk Assessment that follows summarises the procedures we will use.

#### RISK ASSESSMENT FOR EXCHANGE VISITS

The risk assessment forms a part of the wider risk assessment for any trip involving student exchanges. Additional risks that are specific to the nature of the trip will of course also be evaluated, both in advance and during the trip.

RISK	CONTROL
Visiting student placed with Felsted family where there are known child protection issues.	List of suitable families produced in advance by Round Square Coordinator and vetted by CPO. Updated and re-vetted on an annual basis by Round Square Coordinator, and as and when necessary by CPO.
Student placed with family that is suitable for hosting but inappropriate for their needs.	Parents of Felsted students and visiting students must fill out a consent form in advance stating dietary, medical and pet allergy information. This will allow students to be placed with suitable families.
Student inappropriately matched to host student.	Every effort will be made to provide the best possible hosting matches in advance (eg by age, gender etc.). Where the hosting match appears less than ideal, the facilitators of the exchange will ensure that all concerned are comfortable with the arrangements before allowing the trip to proceed, and advise parents that the final decision on whether or not to accept the hosting arrangements rests with them.
Parental complaint on suitability of host families subsequent to exchange.	All families advised in writing that the exchange is a private arrangement between them and the host families, with Felsted School acting as the facilitator. Families advised in writing that host families have not therefore been CRB checked (or overseas equivalent), and that they should themselves make contact with their host families to verify that all arrangements are suitable before allowing the exchange to proceed.

<b>RISK</b>	<b>CONTROL</b>
Poor student behaviour during exchange.	Students visiting Felsted and their host students are issued in advance with the official <b>Guidelines for Exchanges Facilitated by Felsted School</b> sheet. A full briefing is also given to all students on our behavioural expectations. Likewise, Felsted students travelling abroad are issued with the official <b>Guidelines for Felsted Students on Exchanges at Other Schools</b> sheet, and the lead teacher facilitating the exchange will make enquiries in advance to satisfy themselves that appropriate behavioural guidelines have also been issued to host students by the host school.
Medical emergency whilst on trip.	Medical information routinely requested on consent form and circulated to all those 'in loco parentis' in advance of the trip.
Student becomes uncomfortable with hosting arrangement once on the trip.	All accompanying staff will regularly check by telephone that their students are comfortable with how things are proceeding. All students issued in advance with full set of contact details for accompanying staff and other students on the trip, so that they can easily make contact in case of difficulty.
Local risks specific to nature of individual trip.	The facilitators of the trip will make every effort to identify these in advance of the trip. Accompanying staff will continually assess additional risks during the course of the trip.
Other risks associated with any trip abroad	This Risk Assessment is in addition to, not in replacement of the Risk Assessment that will be routinely produced prior to any Felsted School trip.

## 6. ANNUAL REVIEW OF DOCUMENTATION

All Incoming and Outgoing student documents must be reviewed yearly by the Director of Global Education.