



SAFEGUARDING AND PROMOTING THE WELFARE OF VISITING STUDENTS ON SITE AND WITH HOST FAMILIES

COVERING BOTH SCHOOLS INCLUDING EYFS & BOARDING

Committee normally reviewing:	Leadership Teams
Date formally approved :	March 2016
Date policy became effective :	January 2012

Period of Review:	Annual
Next Review Date :	March 2017
Previous Reviews:	Jan 12, Mar 13

Person responsible for implementation and monitoring :	Deputy Head (Co-Curricular) Senior Head of Preparatory School
Other relevant policies :	Aims of the School Felsted School Ethos Complaints Policy and Procedure Equal Opportunities Policy Behaviour Policy Educational Visits Policy Felsted International and Global Citizenship Policy Missing Pupil Policy Parent and Guardian Relationship Policy Pastoral Care Policy Promoting Positive Behaviour for Learning and Code of Conduct Policy Round Square Exchange Policy Safeguarding and Promoting the Welfare of Pupils Policy Safe guarding and Promoting the Welfare of International Students Policy

Aims & Ethos

The following policy covers both schools and encompasses both the ethos of the

Preparatory School

[Aims & Ethos of the School](#) Click here

Mrs Jenny Burrett
Head, Preparatory School

and the

Senior School

[Aims of the School](#) Click here
[Ethos of the School](#) Click here

Mr C J Townsend
Head, Senior School

SAFEGUARDING AND PROMOTING THE WELFARE OF VISITING STUDENTS ON SITE AND WITH HOST FAMILIES

1. INTRODUCTION AND AIMS

All members of staff have an obvious responsibility to help safeguard and promote the welfare of any student at Felsted, whether in our care for five years or for just one day. We recognise that students visiting Felsted for short periods of time (eg exchange students) may have specific needs. The aims of this policy are to clarify the procedures necessary to safeguard and promote the welfare of such students.

2. VISITING STUDENTS ON SITE

Whilst on site, any visiting student must be in the nominated care of an adult member of staff. If an adult from his or her own school is accompanying the student, then that teacher is the nominated person, and is responsible for their welfare at all times. Students travelling unaccompanied (eg Exchange Students) will always be attached to a House for the Senior School and the Boarding House for the Preparatory School, and the HM or relevant Head of Phase will thus be the nominated person who is responsible for safeguarding and promoting their welfare.

If a student is accompanied by an adult, the Felsted member of staff responsible for the invitation will fully brief the adult in advance of our expectations for visiting students, including clarification of any guidelines relating to chaperoning, buddying and safeguarding.

Unaccompanied students will also be fully briefed both before and on arrival regarding the expectations and rules that apply to Felsted students, and will be expected to adhere to these and follow correct school procedures at all times. They will be allocated a student 'buddy' for the duration of their stay, to ensure that their needs are fully met.

Visiting students and staff should be registered on arrival, and should be subject to normal registration procedures if here for an extended period of time.

3. VISITING STUDENTS WITH HOST FAMILIES

Visiting students will often stay in the Boarding Houses and hence be subject to normal boarding house procedures. However, on occasion they may also be 'billeted' with a local host family. On such occasions, it will always be clarified in advance that this is a private arrangement between the two families that has purely been facilitated by Felsted School, and that it is the responsibility of the visiting student and his or her family to satisfy themselves in advance that the arrangements are suitable. Nevertheless, as the facilitating school we have a duty of care to ensure that everything runs as smoothly as possible. The procedures that follow are designed to safeguard and promote the welfare of visiting students with host families.

3.1 Allocating Visiting Students to Host Families

The following procedures will be used when allocating visiting students to host families:

- A list of suitable volunteer families will be produced in advance and vetted by one of the DSO's, to ensure that no visiting student is ever placed with a host family where there are known Child Protection issues or other relevant concerns.
- Visiting students must fill out an information sheet in advance, confirming their travel arrangements, as well as any dietary, medical, pet allergy and any other relevant information. This will allow students to be placed with suitable families. **See Appendix 1 for a sample form.**
- Every effort will be made to provide the best possible hosting matches in advance (e.g. by age, gender etc.). Where the hosting match appears less than ideal, the facilitators of the exchange will highlight any concerns in advance to ensure that all involved 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.
- It will be clarified in advance that this is a private arrangement between the two families that has purely been facilitated by Felsted School, that the host family may not have been subject to a DBS check, and that it is the responsibility of the visiting student and his or her family to satisfy themselves in advance that the arrangements are suitable.

3.2 Expectations of Host Families

Host families will be fully briefed regarding the expectations of them before any visiting student's arrival. This process will routinely include:

- the advance provision in writing of any student information supplied following a specific request for such information, and the opportunity to decline the arrangement if they have specific concerns (eg a student with a specific medical condition that causes them welfare or safeguarding concerns).
- the advance provision of a 'Guidelines for Host Families' sheet, adapted as relevant for the specific visit. **See Appendix 2 for a sample form.**
- clarification that they are 'in loco parentis' for the duration of the student's stay.

3.3 Expectations of Visiting Students

Visiting students will be fully briefed both before and on arrival regarding the expectations and rules that apply to Felsted students, and will be expected to adhere to these and follow correct school procedures at all times. Their 'buddy' student at the host family will be responsible for guiding them for the duration of their stay, to ensure that their needs are fully met. The briefing process will include:

- a discussion of any unavoidable 'mismatch' between them and their hosts (eg meat eater with vegetarian family) and the chance to request a different family in advance.
- the provision of a 'Guidelines for Visiting Students at Felsted' sheet, adapted as relevant for the specific visit. **See Appendix 3 for a sample form.**
- clarification that the host family is 'in loco parentis' and that they should treat instructions from them as they would instructions from their own family.
- clarification of what to do if they become uncomfortable at their host family for whatever reason, and of what to do in the event of an emergency.

3.4 Expectations of Visiting Staff

On occasion, a 'billeted' student may be accompanied by a member of staff from their own school. It will be clarified in advance:

- that whilst on site, the visiting member of staff is the nominated adult in charge of safeguarding and promoting the student's welfare
- that whilst with host families, the host families are 'in loco parentis' but that the visiting member of staff should remain on call by mobile telephone in case of emergency or difficulty, and should be the first port of call for that student if any issues need to be resolved.
- If staying on site, the expectations regarding the chaperoning of non-DBS checked adults will be clarified in advance.

4. REVIEW

This Policy is kept under continuous review by the Headmaster of the Senior School and Headmistress of the Preparatory School and is formally reviewed annually by the joint Senior Leadership team and the Governance Committee.

Mrs K A Megahey
Deputy Head, Welfare of the Senior School

Mrs Jenny Burrett
Headmistress of the Preparatory School

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 differences in ethnic background, culture, language, religion, sexual orientation, gender and disabilities, so long as in the last matter the student is able to involve himself or herself in the activity concerned; equally these differences will be recognised and respected, and the School will aim to provide a positive culture of tolerance, equality and mutual respect

APPENDIX 1

FELSTED SCHOOL 'VISITING STUDENTS' INFORMATION SHEET

Dear Guests,

We are very much looking forward to welcoming you to Felsted and will shortly be finalising the hosting and social arrangements for the duration of your stay. To ensure that everything runs as smoothly as possible, please could you fill out and return this information sheet and declaration as soon as possible. This will ensure that all of your needs are met as fully as possible.

Please do not hesitate to let us know of anything else which you feel we may need to know in order to ensure your stay runs smoothly.

Looking forward to meeting you soon!

With best wishes,

[Signature of organiser]

FELSTED SCHOOL 'VISITING STUDENTS' INFORMATION SHEET

NAME OF SCHOOL			
1. FLIGHT DETAILS	ARRIVING FLIGHT	RETURN FLIGHT	
Date of Travel			
Overseas Airport			
UK Airport			
Airline			
Flight Number			
Departure Time			
Arrival Time			
2. TRANSPORT TO AND FROM FELSTED	ARRIVAL AT FELSTED	DEPARTURE FROM FELSTED	
Date of Arrival / Departure			
Estimated Time			
Local Transport Needed (eg pickup from Stansted Airport etc)	<i>Please provide details of any local transport needed for your arrival.</i>	<i>Please provide details of any local transport needed for your departure.</i>	
3. YOUR DETAILS			
Name of Student	Gender	Date of Birth	Mobile Phone Number (if known)
Do you suffer from any medical conditions requiring treatment? If so, please give full details.			
Does you have any special dietary requirements (eg vegetarian etc.)?			
Does you have a strong allergy or dislike of any pet or animal?			
Is there any other information which you think should be known by your host family before you arrive?			

APPENDIX 2

GUIDELINES FOR HOST FAMILIES Preparatory School

Dear Hosts,

Thank you very much indeed for agreeing to host a visiting student! We are extremely grateful to you for your hospitality.

To ensure that everything runs as smoothly as possible, we have asked our visiting students for any relevant information in advance regarding medical conditions, dietary information, pet allergies or anything else that they feel you may need to know before they arrive. You should already have that information: please let us know in advance of your guest's arrival if there is any information that causes you any concern (eg if they have declared a specific medical condition and you would like some advice on how to deal with this in an emergency).

To ensure that your own son or daughter gains as much as possible from the experience of hosting, we have also tried to create the best possible match between host student and visiting student. Inevitably, an exact match is not always possible, so please let us know if you have any concerns in terms of the profile of student you have been allocated.

Your guest has already been provided with the 'GUIDELINES FOR VISITING STUDENTS AT FELSTED' sheet that is enclosed with this letter. This includes the important information that they are subject to normal Felsted Preparatory School rules whilst visiting, as well as the fact that they are legally in your care for the duration of their stay and that you are officially 'in loco parentis' – so they should treat all instructions given to them by you as if these instructions have been given to them by their own parents. We hope these clarifications will help to ensure that everything runs smoothly. However, in the unlikely event that you have any concerns at any stage (eg regarding their behaviour or welfare), please do not hesitate to let us know, as we would be only too happy to offer further advice or guidance, and intervene if necessary.

Your guest has also been provided with a Contact Details sheet and has been asked to keep this with them at all times. It includes your own contact details, the number of our Medical Centre and the numbers of any members of staff connected with the organisation of the trip. Please let us know if your own contact details are recorded incorrectly in any way.

A schedule for the duration of your guest's stay is enclosed for your convenience. Please let us know if you can foresee any practical difficulties with this.

Once again, we thank you for your hospitality, and please do not hesitate to get in touch if there is anything you need to discuss.

With best wishes,

[Signature of organiser]

GUIDELINES FOR HOST FAMILIES

Senior School

Dear Hosts,

Thank you very much indeed for agreeing to host a visiting student! We are extremely grateful to you for your hospitality.

To ensure that everything runs as smoothly as possible, we have asked our visiting students for any relevant information in advance regarding medical conditions, dietary information, pet allergies or anything else that they feel you may need to know before they arrive. You should already have that information: please let us know in advance of your guest's arrival if there is any information that causes you any concern (eg if they have declared a specific medical condition and you would like some advice on how to deal with this in an emergency).

To ensure that your own son or daughter gains as much as possible from the experience of hosting, we have also tried to create the best possible match between host student and visiting student. Inevitably, an exact match is not always possible, so please let us know if you have any concerns in terms of the profile of student you have been allocated.

Your guest has already been provided with the 'GUIDELINES FOR VISITING STUDENTS AT FELSTED' sheet that is enclosed with this letter. This includes the important information that they are subject to normal Felsted School rules whilst visiting, as well as the fact that they are legally in your care for the duration of their stay and that you are officially 'in loco parentis' – so they should treat all instructions given to them by you as if these instructions have been given to them by their own parents. We hope these clarifications will help to ensure that everything runs smoothly. However, in the unlikely event that you have any concerns at any stage (eg regarding their behaviour or welfare), please do not hesitate to let us know, as we would be only too happy to offer further advice or guidance, and intervene if necessary.

Your guest has also been provided with a Contact Details sheet and has been asked to keep this with them at all times. It includes your own contact details, the number of our Medical Centre and the numbers of any members of staff connected with the organisation of the trip. Please let us know if your own contact details are recorded incorrectly in any way.

A schedule for the duration of your guest's stay is enclosed for your convenience. Please let us know if you can foresee any practical difficulties with this.

Once again, we thank you for your hospitality, and please do not hesitate to get in touch if there is anything you need to discuss.

With best wishes,

[Signature of organiser]

APPENDIX 3

GUIDELINES FOR VISITING STUDENTS AT FELSTED Preparatory School

Dear Students,

This exchange is a private arrangement between your parents and your host parents, which has been facilitated by Felsted. We sincerely hope that you will enjoy your stay with us.

As everyone wants this to be a positive experience for you, and for the families who have kindly agreed to be your hosts, we have listed below our collective expectations for your visit.

Our host families are 'in loco parentis'. This means that you should treat all instructions given to you by your host parents as if these instructions have been given to you by your own parents. This applies to all activities, irrespective of location, and irrespective of whether you are hosted by families or in Felsted boarding houses. They are responsible for your welfare and you must respect their instructions accordingly.

Equally, your host students are there to ensure that your visit runs as smoothly as possible. For this to occur, normal Felsted School rules must also apply to you during your time here. Your host student will advise you of what is or is not allowed, and you must respect this at all times.

Bedtimes are at the discretion of your host family, and their wishes in this respect should be obeyed. However, it should be noted that bedtimes for boarding students at Felsted vary between year groups so it is strongly advised that times are adhered to if the following day is a school day.

Special dietary requirements (e.g. if you are a vegetarian) must be notified before your arrival, to ensure that your hosts are able to cater effectively for your needs. It is also important that we are aware of any Medical Issues which you may have, including any allergies. It is especially important to inform us in advance of any allergies to pets (e.g. cats or dogs) to avoid placing you with an inappropriate family. A form to enable you to provide us with all relevant details has been provided in advance.

Please make sure that you have the telephone numbers of your hosting family and host student with you at all times. You should also carry a contact phone number for any member of staff from your school who is accompanying the trip, as well as for the Felsted teacher who has facilitated your visit. In the unlikely event that you become uncomfortable with the hosting arrangements for any reason, you should contact the lead teacher from your own school or from Felsted, who will be responsible for resolving your concerns.

Please carry the contact details sheet overleaf with you at all times.

We very much hope you enjoy your stay!

[Signature of organiser]

GUIDELINES FOR VISITING STUDENTS AT FELSTED Senior School

Dear Students,

This exchange is a private arrangement between your parents and your host parents, which has been facilitated by Felsted School. We sincerely hope that you will enjoy your stay with us.

As everyone wants this to be a positive experience for you, and for the families who have kindly agreed to be your hosts, we have listed below our collective expectations for your visit.

Our host families are 'in loco parentis'. This means that you should treat all instructions given to you by your host parents as if these instructions have been given to you by your own parents. This applies to all activities, irrespective of location, and irrespective of whether you are hosted by families or in Felsted boarding houses. They are responsible for your welfare and you must respect their instructions accordingly.

Equally, your host students are there to ensure that your visit runs as smoothly as possible. For this to occur, normal Felsted School rules must also apply to you during your time here. This includes Felsted School rules on smoking or drinking alcohol. Your host student will advise you of what is or is not allowed, and you must respect this at all times.

Bedtimes are at the discretion of your host family, and their wishes in this respect should be obeyed. However, it should be noted that bedtimes for boarding students at Felsted are normally between 10 and 11pm, so it is strongly advised that these times are adhered to if the following day is a school day.

Special dietary requirements (e.g. if you are a vegetarian) must be notified before your arrival, to ensure that your hosts are able to cater effectively for your needs. It is also important that we are aware of any Medical Issues which you may have, including any allergies. It is especially important to inform us in advance of any allergies to pets (e.g. cats or dogs) to avoid placing you with an inappropriate family. A form to enable you to provide us with all relevant details has been provided in advance.

Please make sure that you have the telephone numbers of your hosting family and host student with you at all times. You should also carry a contact phone number for any member of staff from your school who is accompanying the trip, as well as for the Felsted teacher who has facilitated your visit. In the unlikely event that you become uncomfortable with the hosting arrangements for any reason, you should contact the lead teacher from your own school or from Felsted, who will be responsible for resolving your concerns.

Please carry the contact details sheet overleaf with you at all times.

We very much hope you enjoy your stay!

[Signature of organiser]

CONTACT DETAILS

Please carry this sheet with you for the duration of your stay.

Felsted Preparatory School Reception: 01371 822610/822613

Felsted Senior School Reception: 01371 822600

Felsted School Medical Centre: 01371 822791

Visiting Member of Staff:

Felsted HM / Teacher in Charge:

Host Family Address:

Host Family Phone Numbers:

In a real medical emergency, please dial 999.