

Annex 1: Roles and responsibilities

The sending school

- ▶ Nominates a contact person (teacher/member of staff)
- ▶ Ensures that the contact person has all the necessary means (resources and help from colleagues) to support the pupil's visit in the best possible way
- ▶ School Management decides about participation

The contact person, in collaboration with his/her colleagues, will:

- Prepare the selection of suitable pupils
- Make sure, that the consent of all legal representatives of the pupils is guaranteed (e.g. in the case of divorced parents)
- Together with the host school, establish a *Learning agreement* and a *Crisis contact list*
- Prepare the pupil for the mobility
- Act as the link between the sending school and the host school, the pupil and his/her parents/guardians (including passing on information and documents)
- Treat all the personal data received in the framework of this action as confidential
- Communicate regularly with the mentor in the host school
- Provide support to the pupil to help reintegration into the home community
- Keep the forms required (signed Learning agreement, signed Report on learning agreement, signed Parental/Guardian Consent Form, signed Host Family Information Form) until the end of the visit

The host school

- ▶ Nominates (a) mentor/s and a contact person (can be the same as the mentor; he/she should be responsible for the *Learning agreement* and other school-related tasks, may be a teacher/member of staff)
- ▶ Provides the mentor/s and the contact person (if applicable) with all the necessary means (resources and help from colleagues) to facilitate the integration and follow-up of the visiting pupil

STUDENTS MOBILITY FROM AND TO THE EUROPEAN SCHOOLS

The mentor, in collaboration with his/her colleagues, will:

- Prepare and sign the learning agreement together with the sending school and the pupil
- Together with the sending school, establish *Rules of conduct* and a *Crisis contact list*
- Be aware of child protection issues
- Establish contact with the host family before the pupil arrives
- Act as the link between the host school and the sending school, the pupil and his/her host family and, if necessary, parents/guardians (including passing on information and documents)
- Treat all the personal data received in the framework of this action as confidential
- Introduce the pupil in the school and help him/her adjust to the new school system
- Support the pupil throughout the stay and be easily reachable by the pupil and the host family
- Maintain records of host family details
- Add visiting pupil to the list of School Insurance
- Contact the insurance company where necessary (if something at school happens)
- Contact parents/legal guardians/contact teacher at sending school if necessary (in emergency)
- In very urgent cases decide to terminate the pupil's stay (the Management will decide))
- Have available for cases of emergency: signed *Pupil application form*, original signed *Parental/Guardian consent form*, signed *Host family charter*, the copy of the Insurance Plan certificate and ID card with contact details to the insurance and assistance companies (the original stays with the pupil), copy of the pupil's European Health Insurance Card. He/she should also have the translations of the forms into the local language. He/she should check that the pupil has brought a completed Health form in a sealed envelope. All personal data received in the framework of this action are to be kept confidential.
- Assist the Management in carrying out the end-of-stay evaluation of the pupil's stay
- Assist the sending school with any follow-up or evaluation

The hosting school's APEE

- ▶ Facilitates finding the host family, if not organised by the sending family itself
- ▶ Keeps in touch with the school mentor and contact person regarding the host-family related issues

The APEE disclaims any legal liability for its efforts and actions whatsoever.

STUDENTS MOBILITY FROM AND TO THE EUROPEAN SCHOOLS

The host family

The host family will:

- ▶ Make sure that all the family members fully understand their rights and responsibilities as a host family (set up in the *Host family charter*)
- ▶ Sign the *Host family charter*
- ▶ Provide suitable accommodation and food
- ▶ Provide clear guidelines for the host student, as a parent or guardian would do.
- ▶ Ease the pupil's transition and possible "culture shock"
- ▶ Familiarise themselves with child protection requirements and abide by them
- ▶ Read about the risks and emergency procedures set out in the *Crisis management* document and the *Crisis contact list* and follow them in case of emergency or crisis
- ▶ Communicate with the mentor/host school in case of problems
- ▶ Have the following documents for cases of emergency: copy of signed *Parental/Guardian consent form*, copy of signed *Host family charter*, copy of signed *Pupil application form*, the copy of the Insurance Plan certificate and ID card with contact details to the insurance and assistance companies (the original stays with the pupil), copy of the pupil's European Health Insurance Card. The family should also have the translations of the forms into the local language. They should check that the pupil has brought a completed Health form in a sealed envelope. All personal data received under this action be kept confidential.

The pupil

The pupil will:

- ▶ At the application stage, provide all necessary information (no omissions) which might be relevant for a long stay abroad (*Pupil application form*, *Health form*)
- ▶ Prepare for the stay abroad (linguistic preparation if necessary, participation in training events provided)
- ▶ Prepare and sign the learning agreement with the sending and the host school
- ▶ Nominate a student/friend in his/her home class as a facilitator (e.g. collecting material, copying/scanning work sheets, keeping the pupil up-to-date/informed)
- ▶ Get to know possible risks and emergency procedures (*Crisis management*)
- ▶ Familiarize him/her with the laws concerning minors in the host country and abide by them

STUDENTS MOBILITY FROM AND TO THE EUROPEAN SCHOOLS

- ▶ Sign the *Parental/Guardian consent form* and follow the rules of conduct established by the *Parental/Guardian consent form* and also those agreed by the two schools
- ▶ Know who to contact in a crisis (*Crisis contact list*)
- ▶ Not take unnecessary risks
- ▶ Behave responsible
- ▶ Be sensitive to local codes and customs
- ▶ Give the sending and host schools, the host family and the mentor all necessary information about his/her health (i.e. any problem which could develop into an emergency during the stay). The Health forms (Part 2) completed by the doctor will be put into a sealed envelope.
- ▶ Write a final report

The parent(s)/guardian(s)

The parent(s)/guardian(s) will

- ▶ At the application stage, provide all necessary information (no omissions) which might be relevant for a long stay abroad (*Pupil application form, Health form*)
- ▶ Get to know possible risks and emergency procedures (*Crisis management*)
- ▶ Get to know the laws concerning minors in the host country
- ▶ Sign the *Parental/Guardian consent form*
- ▶ Support the pupil throughout the mobility, all costs included
- ▶ Communicate any relevant problem to the contact person at the sending school
- ▶ Arrange the pupil's travel to and from the host country
- ▶ Identify and select host families (including visits to the potential families)
- ▶ Ensure that suitable means of transport are available for the pupil to go to school
- ▶ Provide the host family with necessary information, contacts and documentation (about the action, child protection issues, crisis management, insurance)
- ▶ Is responsible for providing Host family info to both Sending and Hosting Schools
- ▶ Arrange domestic travel to accompany the pupil on arrival and on departure