Felsted

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

WHOLE SCHOOL
INCLUDING EYFS & BOARDING

Committee normally reviewing:	Senior Leadership Team (including Prep School Head)
Date last formally approved :	Spring Term 2026
Date policy became effective :	January 2012

Period of Review:	Two years
Next Review Date :	Summer Term 2028

Person responsible for implementation and monitoring :	**Senior Deputy Head** Head (Prep School)
Other relevant policies :	● Complaints Policy ● Equality Policy (Pupils) ● Educational Visits Policy ● Missing Pupil Policy ● Parent and Guardian Relationship Policy

	● Anti Bullying Policy ● Behaviour and Discipline Policy ● Round Square Exchanges Policy ● Safeguarding (Child Protection) Policy ● Staff Behaviour Policy ● Promoting the Welfare of Pupils policy

The following Policy encompasses the Aims and Ethos of the Preparatory School and the 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) Policy and the 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.

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

1. INTRODUCTION AND AIMS

All members of staff have a responsibility to help safeguard and promote the welfare of any student at Felsted. We recognise that students visiting Felsted for short periods of time (e.g. 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.

Arrangements for current pupils to stay with friends during a weekend, exeat or holiday period as part of a private arrangement between parents, should follow the Promoting the Welfare of Pupils Policy, and as such these arrangements do not fall within the scope of this policy.

2. VISITING STUDENTS ON SITE

Whilst on site, any visiting student must be in the nominated care of a 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 (e.g. Exchange Students) will always be attached to a House for the Senior School and the Boarding House for the Prep School, and the HM or relevant Head of Section will thus be the nominated person(s) - 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, an Enhanced (including barred list) DBS check will be carried out for the main carer of the host family. In addition, the following arrangements must also be in place:

- Information is provided to parents and pupils about the arrangements.
- Sufficient support and procedures are in place if pupils have a concern about their safety at any time.

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 the DSL, to ensure that no visiting student is ever placed with a host family where there are known safeguarding 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, sex 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. Specific due consideration will be given to any students involved (either visiting or hosting) who are 18 or over, alongside any hosting/visiting students who are under 18 years old.
- An Enhanced (including barred list) DBS check will be carried out for the main carer of the host family, in advance of the visiting students' arrival. The School will also consider if it is necessary to obtain a DBS enhanced certificate in respect of everyone aged 16 or over in the household where the child will be staying.

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 (e.g. 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 responsible for the care and safety of visiting students during their time with the host family, with 24-hour contact details provided for the nominated member of Felsted staff (responsible for safeguarding and promoting the visiting pupil's welfare) as per section 2 above.

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 guide them for the duration of their stay. The briefing process will include:

- a discussion of any unavoidable 'mismatch' between them and their hosts (e.g. 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 responsible for the care and safety of visiting students during their time with the host family, 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:

- 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 responsible for the care and safety of visiting students during their time with the host family, 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.
- expectations regarding an adults’ behaviour while on the school site.
- confirmation must be provided to HR from the school of the visiting member of staff, to confirm that the relevant and equivalent safer recruitment checks have been obtained.

APPENDIX 1

[SAMPLE - TO BE ADAPTED AS APPROPRIATE]

'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]

[SAMPLE - TO BE ADAPTED AS APPROPRIATE]

'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 (e.g. pickup from Stansted Airport etc)	*Please provide details of any local transport needed for your arrival.*	*Please provide details of any local transport needed for your departure.*	
3. YOUR DETAILS			
Name of Student	Sex	Date of Birth	Mobile Phone Number (if known)
Do you suffer from any medical conditions requiring treatment? If so, please give full details.			
Do you have any special dietary requirements (eg vegetarian etc.)?			
Do 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?	
4. EMERGENCY CONTACT DETAILS	
Name	
Relationship to student	
Emergency contact number	

APPENDIX 2

[SAMPLE - TO BE ADAPTED AS APPROPRIATE]

GUIDELINES FOR HOST FAMILIES

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 (e.g. 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 the 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 in your care for the duration of their stay and that you are responsible for their care and safety during their time with you – 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 (e.g. 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, Designated Safeguarding Lead and the numbers of any members of staff connected with the organisation of the trip, including a lead teacher from Felsted and from the guest's school. 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

[SAMPLE - TO BE ADAPTED AS APPROPRIATE]

GUIDELINES FOR VISITING STUDENTS AT FELSTED SCHOOL

Dear Students,

This exchange 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 responsible for your care and safety during your time with them. 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 hosts 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 should be respected. 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 contact sheet for Felsted School staff that has been provided to you. If for any reason you were to become uncomfortable with the hosting arrangements, 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.

In an Emergency, dial 999.

Felsted School Medical Centre: 01371 822791
Prep: Reception (Prep): 01371 822610 or 613 Deputy Head (Mr Fincher): 07581 498306 Designated Safeguarding Lead (Mrs O'Brien): 07581 498869
Senior: Reception (Senior): 01371 822600 or 606 Senior Deputy Head (Mr Masters): 07710 094842 Designated Safeguarding Lead (Mrs O'Brien): 07581 498869
Visiting Member of Staff: ……. Felsted HM / Teacher in Charge: ……. Host Family Phone Numbers: ……. Host Family Address: …….