ROUND SQUARE EXCHANGES POLICY

SENIOR SCHOOL

Committee normally reviewing:	Senior Leadership Team
Date last formally approved :	Autumn Term 2025
Date policy became effective :	October 2010

Period of Review:	Three Years
Next Review Date :	Autumn Term 2028

Person responsible for implementation and monitoring :	**Head** Director of Global Education
Other relevant policies :	• Educational Visits Policy • Safeguarding (Child Protection) Policy • Promoting the Welfare of Pupils Policy • Equality Policy

The following Policy encompasses the Aims and Ethos of 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.

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 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 a signed report 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) contacts the receiving RSR and enquires as to whether or not we may be able to host a student of a specific age and gender.
- The sending RSR is directed to the relevant Felsted webpage (https://www.felsted.org/global-education/round-square/exchanges) to find further information and check availability for the desired dates. Applications can be made for the current academic year. On 1 May applications are opened for the next academic year.
- The Felsted RSR contacts the Head of Admissions as well as the Deputy Head (Academic) in order to establish availability of a bed as well as a suitable academic programme."
- 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 direct the sending RSR and the incoming student to the Incoming Student's handbook, which is available on the school website: https://www.felsted.org/global-education/round-square/exchanges/felsted-handbook
- The Felsted RSR will share the student application with the Assistant Head responsible for the student's timetable and the relevant HM for approval.
- Felsted RSR will arrange for incoming student details to be included on iSAMS
- The RSRs will liaise between the sending family and with both schools and make all logistical arrangements (finance, transport, any required assistance or arrangements)
- When the student arrives, the receiving HM at Felsted will assign a student 'buddy' to the incoming student
- Once the student is on site, the Felsted RSR will arrange a welcome meeting with the students and introduce them to the Head. 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
- Before the student leaves Felsted, they meet with the RSR and complete a "Round Square Exchange Experience" survey

Outgoing Students

Students and parents are first directed to the relevant Felsted webpage:
https://www.felsted.org/global-education/round-square/exchanges/outgoing
The following information can be found on the webpage:
* Choosing a school for a Round Square Exchange
* Applying for a Round Square Exchange
* Host country research
*Travel
* Passport and visa requirements
* Medical requirements
* Travel and medical insurance
* Academic expectations and study arrangements
* Round Square's role in student exchanges

The following documents can be downloaded from the webpage:
* Felsted student exchange form
* Rules and expectations
* Felsted student agreement and parent consent form
* Overseas exchange handbook

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 student's tutor, SLT 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 is directed to the relevant school webpage, as outlined above. Student is also provided with Preliminary Application – Expression of Interest form, to be completed and signed by parents.
- RSR completes staff assessment form, including assessment by the student's HM and tutor.
- Expressions of interest will be assessed by RSR in consultation with Felsted Senior Leadership Team. Selected students will move to the next stage.
- Student completes application form
- RSR contacts the potential host school 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 are in contact regularly to ensure that the student is integrating well and enjoying the experience
- Once the student returns, they meet with the RSR and complete a "Round Square Exchange Experience" survey

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) for full details of our procedures and guidelines for Exchange Trips.

In addition, for incoming exchanges the sending school will be asked to share any relevant information the receiving school should be aware of in order to support the welfare of the student.

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.	Students are placed in one of the School's boarding houses. However, in the event the student should be placed with a host family: DBS/overseas checks

	● Where the arrangement with a host family has been made by the School, this will be regulated activity, and a DBS enhanced check (including the barred list information) will be carried out. In addition to DBS or equivalent overseas checks, 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. List of suitable families produced in advance by Round Square Coordinator and vetted by DSL. Updated and re-vetted on an annual basis by Round Square Coordinator, and as and when necessary, by DSL.
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 (e.g. 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 incoming students are accommodated in boarding houses. For outgoing students where a host school has arranged the host family, confirmation will be required from the host school that they have carried out the appropriate DBS enhanced check (including the barred list information) or relevant overseas police check.

RISK	CONTROL
Poor student behaviour during exchange.	Appropriate behavioural guidelines are issued to both outgoing and incoming exchange students. These guidelines are also available on the school website pages related to Round Square exchanges.
Medical emergency whilst on trip, including Covid-19.	Medical information routinely requested on consent form and circulated to appropriate staff in advance of the trip. Families check government advice for the relevant country This will vary from country to country.
Student becomes uncomfortable with hosting arrangement once on the trip.	RSR will check by telephone that outgoing students are comfortable with how things are proceeding. Outgoing students will be issued in advance with contact details for RSR, so that they can easily make contact in case of difficulty.
Local risks specific to nature of individual trip.	
Other risks associated with any trip abroad	

6. ANNUAL REVIEW OF DOCUMENTATION

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