Student Agreement and Parental Consent Form

Round Square's role in student exchanges is one of facilitator, enabling Round Square Candidate and Member Schools to connect and organise exchanges for the benefit of the students taking part. Round Square does not organise any exchanges itself and is not therefore responsible for individual exchange arrangements. It is important for students and parents to note that Round Square does not vet or monitor the arrangements made by the schools and does not have any contact with or role in selecting host families. Round Square provides schools with best practice protocols but you must satisfy yourselves that the arrangements made by the individual school you are considering allowing your child to visit are appropriate. Round Square therefore accepts no legal responsibility or liability for student exchanges whatsoever. *https://www.roundsquare.org*

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
Poor student behaviour during exchange.	Students visiting Felsted and their host students are issued in advance with the official **Guidelines for Exchanges Facilitated by Felsted School** sheet. A full briefing is also given to all students on our behavioural expectations. Likewise, Felsted students travelling abroad are issued with the official **Guidelines for Felsted Students on Exchanges at Other Schools** 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. Families check government advice for the relevant country. This will vary from country to country.
Student becomes uncomfortable with arrangements 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.

I have read and understood the above Risk Assessment and give informed consent for

…….…. to participate in this exchange.

Parent/Guardian's signature: …… Date: …….

Exchange Recipient School

Please complete the details below:

Name of the school: ……..

Contact Name: …… Number:.....

Contact Name: …… Number: ……..

Accommodation Arrangements: ……..

……

……

Rules and Expectations

Please see the Student Application form for details of the rules and expectations.

Use of Social Media

Whilst on exchange and using social media pupils must behave in accordance with the school's Online Safety and ICT Acceptable Use Policy and the Pupils' Computer / Device Usage Agreement.

Student Exchange Manual

I agree that I have read and accepted the Student Exchange Manual provided:

Student's signature: ..... Date: …….....

Parent/Guardian's signature: ..... Date:.....

Medical Information

Please see the Student Application Form to report your medical information.

Parent/Guardian: I have reviewed the level of cover the school has for Travel Insurance and can confirm this is acceptable.

Signature: ..... Print Name: ……

Date: .....

Liability and Responsibilities

Both schools agree to:

- prioritise the safety and welfare of the student above all other considerations;
- apply appropriate skill and expertise in planning and managing the Exchange;
- support one another in carrying out their responsibilities in relation to these protocols, and in arranging and managing the Exchange experience, in a spirit of mutual respect and collaboration;
- ensure that all relevant local laws and regulations are adhered to in the planning and management of the Exchange;
- communicate regularly both in advance of – and during – the Exchange;
- facilitate regular and positive communications between the parents/ carers of the student and/ or pastoral care/ houseparent both in advance of, and during, the Exchange;
- work together to address any complaints, disputes or safeguarding issues that arise during, or as a result of the Exchange, and report these immediately to relevant regulators locally and to Round Square;
- indemnify and hold harmless Round Square against all disputes, claims, demands, actions, costs, expenses, losses and damages arising from, or incurred by reason of, the Exchange, or any breaches of this protocol by, or negligence on the part of, either school.

The School that is sending a student on exchange (Felsted School) agrees to:

- follow a reliable process in selecting a student that will benefit from the exchange experience and will be an appropriate ambassador for the school;
- invest appropriate time and expertise briefing both the student and their parents/ carers on the country they will be going to, its laws, customs, culture and practices, and encouraging them to do their own research;
- appropriately prepare the exchange student for the learning experience ahead, discussing with them their learning objectives for the exchange;
- emphasise to students and their parents the need for students to abide by the rules set out by the school that they are going on exchange to (and the general rules relating to exchange);
- ensure that the appropriate forms and documents are completed, signed and submitted to the school that is receiving the exchange student in a timely fashion;
- indemnify and hold harmless the Recipient School against all claims, demands, actions, costs, expenses, losses and damages arising from, or incurred by reason of, any breaches of this protocol by, or negligence on the part of, the Sending School.

The School that is receiving a student on exchange (the “Recipient School”) agrees to:

- follow a reliable process and protocols in exercising its duty of care in respect of the incoming Exchange Student, including appropriate selection and briefing of the houseparent;
- keep the student’s parents and school informed of their progress on a regular basis;
- abide by any reasonable or regulatory requirements set out by the Sending School in relation to the Exchange Student including those relating to privacy and data protection of student information;
- indemnify and hold harmless the Sending School against all claims, demands, actions, costs, expenses, losses and damages arising from, or incurred by reason of, any breaches of this protocol by, or negligence on the part of, the Recipient School.

Each school will be liable for any eventuality arising out of the exchanges it organises including legal liability for any claim made by a student or parent and for ensuring all regulatory compliance in accordance with the laws of the country in which the school is operating.

The student is responsible for their behaviour and conduct whilst on the exchange trip. They are expected to abide by the laws of the country they are visiting and the rules of the Host School. The student is responsible for their property whilst on the exchange trip.

Indemnity

Please complete the indemnity form below:

I, _____
(Parent/ Guardian's full name) being the parent/guardian of
_____
(Student's full name), hereby

1) I acknowledge there may be risk involved in attending this exchange and notwithstanding the case of negligence or willful misconduct on the part of anyone involved in the exchange hereby release anyone involved in the exchange from any and all liability resulting in any injury and/or loss of life and/or loss of possessions and/or any and all damages arising from any cause whatsoever in connection with any aspect of the exchange, including, without limiting the general foregoing, travel to/from venues. Please note the school's travel insurance provides adequate cover for non fault losses.

2) I acknowledge that while reasonable care is taken for each student's safety, health and general welfare, overseas travel of this nature does carry inherent risk. I understand that these will be minimised by training and use of both our and the Host Schools' Health and Safety Policies, Risk Assessments and Incident Management plans. However, I understand that there are bound to remain residual risks of personal accidents.

3) I am aware that my child will be involved in non-hazardous activities and although I am aware these are non hazardous, I am aware these activities have some danger of personal injury. I am aware of and accept these risks on behalf of my child. I will advise my child about these risks and will instruct my child to take appropriate care for their own safety.

Signature of Parent/Guardian: ……..

Date: ……

Felsted School ("the School") is a data controller and is registered with the Information Commissioner's Office (registration number: Z6718258). The School may process any personal data about you/your child, including sensitive personal data, which will be used for the purposes of educating the pupils at our School, in accordance with the School's

Privacy Notice and Data Protection Policy www.felsted.org/policies.

Signature of Student: …… Date:.....

Signature of Parent/Guardian: …… Date:.....