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25<sup>th</sup> November 2019

Dear Parent/Guardian,

Thank you for signing up your son or daughter to participate in the German exchange. We would be grateful if you could complete the attached OA4 Parental Consent form and return it to me, Mr Morris (boys) or Miss Walther (girls) at your earliest convenience, so that we may book flights with correct names, as per passport.

We also very much appreciate you hosting your son or daughter's pen pal but need to make you aware of the following:

Safeguarding Advice for Hosting Families

Hosting Parents should, for the duration of the stay, act in 'Loco Parentis' – applying the same standards of health and safety with a host pupil as you would with your own child. We are sure you appreciate that we have a duty to ensure that young people are kept safe and that parents do not do anything that could inadvertently open themselves up to a false accusation. With this in mind, please note the following:

- i. Guests should be given reasonable adult supervision, appropriate to their age. This means an adult presence at home in the evenings as well, of course, as overnight.
- ii. Please ensure that host pupils are not involved in any activities under supervision that incur a relatively high risk of harm.
- iii. Please respect the privacy of any guests, particularly at bedtimes.
- iv. Please avoid any actions which would lead any reasonable person to question your motivation and intentions.

In particular:

- The child must have their own bed (ideally in their own bedroom)
- The child must have access to private (ideally lockable) toilet and bathroom facilities
- The child should have access to a phone in order to call their parents or the Visit leader
- The host family should take into consideration any medical / dietary requirements (which should be disclosed prior to travel)
- The host family should avoid taking any photographs that could be misconstrued, or infringe a child's privacy
- The host family should ensure that any TV, DVD, or Gaming is age appropriate
- Any older siblings within the Host Family should be made aware of appropriate boundaries
- Any transport used must be road worthy / appropriately insured and be driven by a driver who holds a valid driving licence
- The host family should disclose in advance if they know the host child will be participating in higher risk activities. (e.g. Sea Swimming, Boating, Climbing, Coastering, Kayaking etc)

Any concerns about the welfare of a child should immediately be raised with the Trip Leader of the visiting group, or with Elizabeth College staff. Chris Eyton-Jones is the DSL at Elizabeth College. (Contact details below)

Please also note that the school staff accompanying the visiting pupils have responsibility for their 'remote supervision' and will be contactable by both yourselves and the pupils you are hosting throughout the duration of the trip. The contact number for the trip leader will be given on the final confirmation letter to hosts.

In the event of a child protection disclosure:

In the unlikely event that a child discloses a child protection concern whilst in your care it is important that you listen uncritically, try to avoid asking leading questions and never promise confidentiality. As soon as possible you should make a

written note of what a child has said and pass that on to Elizabeth College 'designated Safeguarding lead – Chris Eyton-Jones)

Useful Contacts:

Assistant Principal Pastoral and Designated Safeguarding Lead: Chris Eyton-Jones 07781 140898

Vice-Principal (EVC): Rick James 07781 149344

Visit leader of the visiting group: Mrs Dietra Buxot: 0049 157 32986315

Teacher in charge (boys): Mr Richard Morris 07911778605

Teacher in charge (girls): Miss Kathi Walter 07781117204

Best wishes,

Richard Morris

*Head of MFL*

**Mr Richard Morris**

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