



## Visiting Students Policy

<b>Review Body:</b>	Headteacher, RD and Trust Safeguarding Lead
<b>Leadership Group Responsibility:</b>	Headteacher
<b>Type of Policy:</b>	Non- Statutory
<b>Review Period:</b>	Every 2 years
<b>Reviewed:</b>	September 2023
<b>Next Review:</b>	September 2025

### Rationale and Introduction

As a high performing grammar school, Newstead Wood School welcomes and encourages Visiting Students from other institutions around the world on cultural immersion visits. We recognise the increasing difficulty in organising traditional exchange visits so welcome international school students on a homestay programme as day visitors to Newstead Wood School.

We recognise the value of these cultural visits, placements or exchanges for our own students and for the visiting student.

These placements provide our students with opportunities to develop their cultural understanding and awareness, hone their language skills and engage in educational and social experiences.

### Aims

This Policy aims to ensure that these cultural immersion visits are:

- of educational merit, to provide appropriate extension and enrichment as part of the co-curriculum at Newstead Wood School
- co-ordinated within school by the LG Character or Enrichment Lead and managed appropriately within the demands of the calendar and curriculum for each year-group
- undertaken within the framework of this policy, co-ordinated by the LG Character/Enrichment Lead with the agreement and advice of the Headteacher and in liaison with the Group Leader or organizing agency
- undertaken with the safeguarding, health, welfare and well-being of students as paramount, both in terms of the visiting students and Newstead Wood School students
- appropriately risk assessed and managed



- staffed, managed and appropriately supervised and monitored by Newstead Wood staff or the visiting group staff as appropriate
- organised and communicated in good time to relevant people
- reviewed and evaluated periodically, to ensure maximum educational and cultural benefit.

### **Considering requests**

Newstead Wood School is regularly asked to host visiting students, either as individuals, small groups or larger groups. Each request will be considered by the LG Character or Enrichment Lead with the approval of the Headteacher on a case by case basis.

Ultimate approval will be dependent on the benefits to Newstead Wood School students and the impact on the school calendar and teaching and learning.

### **Arrangements for visiting students**

Requests for immersion visits are usually received by email from external providers. These are first considered by the LG Character and Enrichment Lead and all necessary information obtained from the provider.

The proposal is reviewed against the calendar and the timetable demands/capacity at the time.

- Once a visit has been agreed by the Headteacher, the LG Character and Enrichment Lead is responsible for confirming arrangements with the external provider.
- For a visiting group, a timetable will be arranged. Newstead Wood staff will work with the group leader to facilitate the timetable agreed.
- Individual visiting students will join classes at Newstead Wood School. At the start of their visit they will have a meeting with the LG Character and Enrichment Lead who will brief them on school arrangements and their timetable. They will be assigned to a form group, be given a student 'buddy' and a specific member of appropriately trained staff who they can go to for help and support.
- Visiting students will not be on roll at Newstead Wood School. The accompanying staff are responsible for registering their group each day.
- Students will usually attend school in their own uniform or suitable agreed attire.
- Exact requirements for the daily timetable will be agreed in advance.

Newstead Wood students will have the opportunity to act as a buddy to visiting students, including as co-lingual support where the visitor's first language is not English. Buddying arrangements will be agreed with students and parents, as mutually beneficial, and will be voluntary. Students may be nominated by a teacher, or volunteer to act as a day buddy themselves and will be given support and 'training' to help them manage the role. Sixth Form



leaders may volunteer to run after-school activities with visiting students if this is part of the programme.

- All staff at Newstead Wood School will be informed in advance of visiting students and their arrangements, with more detailed and specific briefing and communication for staff directly involved in supporting the visitor, such as Heads of Year.

### **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 be assigned a specific member of staff who will be the nominated person who is responsible for safeguarding and promoting their welfare.

If a student is part of a group accompanied by an adult, Newstead Wood's SLT Character and Enrichment Lead will brief the adult in advance of our expectations for visiting students, including clarification of any guidelines relating to, buddying and safeguarding.

Unaccompanied students will also be briefed both before and on arrival regarding the expectations and rules that apply to Newstead Wood 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.

Staff visiting from abroad will be subject to the appropriate safeguarding checks in line with current guidance.

Up to date information can be found at [Guidance on the application process for criminal records checks overseas - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/guidance-on-the-application-process-for-criminal-records-checks-overseas)

### **Safeguarding**

For safeguarding purposes, individual visiting students will be treated in the same way as any Newstead Wood School student. If any member of staff has a safeguarding concern about a visiting student, they should contact the Designated Safeguarding Lead. Students visiting as part of a group are the responsibility of the visiting group leader.

### **Fees**

Newstead Wood School may receive payment for hosting visiting students. This payment is agreed in advance and is paid directly to the school. This income will be declared to the LGB, and to United Learning for the purpose of trust financial auditing, and used to advance our own Character and Cultural enrichment programmes.

### **Accommodation Arrangements**



Accommodation arrangements are the responsibility of the organising agency. If there are issues with accommodation, the organising agency will need to resolve these.

### Visas

It is the responsibility of the agency arranging the visit to ensure that the visiting student(s) comply with the conditions of any visa and maintain valid leave to study in the UK for the duration of their visit. It is the responsibility of the LG Character or Enrichment Lead to review visa documentation as necessary and hold copies on file.

### Responsibilities of the School:

- To ensure the visiting student(s) is/are safe while on the school grounds
- To ensure a rich educational experience is provided for visiting students
- To ensure that visiting students are a benefit to the school that enhances the experience of Newstead Wood School students and does not cause any negative impact to their own learning experiences.

### Responsibilities of the LG Character and Enrichment Lead

- To take responsibility for coordinating arrangements for visiting students
- To arrange visits in consultation with the school calendar
- To set up timetables for group visits and arrangements for individual students including assigning them a staff mentor and student buddy
- To ensure that school staff are informed of any visiting students and arrangements for their visits.

### Responsibilities of the Visiting Student:

- To engage with the activities provided by the school and make the most of their visit.
- To comply with all school rules and procedures
- To talk to their group leader / contact member of staff if they have any concerns or problems

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Date Last Reviewed (no changes made)	September 2023		
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