

ACADÉMIE AQUITAINE

STUDY VISIT

STATEMENT OF PROCEDURES TO ENSURE THE SAFETY AND WELL-BEING OF STUDENTS TAKING PART IN THE STUDY VISITS.

Académie Aquitaine will consider the safety, welfare and pastoral care of the students participating in the study visit as of paramount importance. We are committed to providing safe environments.

We strive to prepare and support students and their families to gain the most from this opportunity to develop their understanding of another language and culture through a study visit.

1. Ensuring the suitability of students and families to take part

- 1.1 The visit is organised in close partnership with the Alliance Française, and thus involves only families which are known to the Af in Bordeaux.
- 1.2 Host families are requested to fill out a host family questionnaire following the guide lines of Travel Safe. Accompanying teachers may make a home visit during the stay.
- 1.3 The application forms come via the student's French teacher thus ensuring the student's suitability to take part in such a visit.

2. Communication and documentation

- 2.1 Students are notified about their families some time before the start of the exchange. They receive the form of their host family, which gives details including the home address, email address and a contact telephone number, and are encouraged to make contact either by phone, email or letter before the visit begins. Parents are also encouraged to make contact at this stage.
- 2.2 All students are covered by the single trip travel insurance which is taken out by Académie Aquitaine. All families must complete an emergency information and consent form.
- 2.3 Families are fully informed, in writing, about the arrangements for the visit before the starting date and receive a full travel schedule with dates, times and points of arrivals and departures for the groups, as well as other key information such as contact details for staff. This essential information is presented in the form of a handbook for parents.
- 2.4 Families are requested to a pre-visit information evening where the arrangements are fully clarified, advice is given on going to France and there is an opportunity for questions and to resolve any issues.
All students receive a copy of the Travel Safe booklet and must complete their Personal Safety Card prior to their study visit.

3. Ensuring the safety and welfare of children while abroad

- 3.1 When the groups go to France, they are accompanied by suitably-experienced, qualified language teachers whose job it is to ensure the care, safety and well-being of the students in their care. Staff will also attend the information evening and a staff briefing meeting which includes child protection awareness-raising.
- 3.2 The staff student ratio is no less than 1 to 16.
- 3.3 Staff travel with the group and stay in Bordeaux. Their names, addresses and contact telephone numbers abroad and mobile phone numbers are given to students and families before departure.
Students are advised to take mobile phones with them and the accompanying staff record student's mobile numbers on the outbound journey.
- 3.4 While the visit is taking place, the accompanying staff are available for contact 24 hours per day.
- 3.5 Students are introduced to their host family individually on arrival. Staff stay at the arrival point until all the students have been collected. No student is left on their own, nor are they allowed to travel onwards by themselves other than with the written agreement of their own parents.
- 3.10 Staff have daily contact with the students and accompany the afternoon excursions. Parents can request that their son/daughter has a home visit from one of the accompanying teachers any time during their stay.
- 3.11 If a student is considered to be in an inappropriate situation or expresses that they are uncomfortable in any way, they will be taken out of the host family by the staff.

Supporting documentation provided to families by Académie Aquitaine

- Application form
- Travel Safe booklet
- Handbook for parents
- Emergency information and consent form