

## Annex 1: Roles and Responsibilities

### 1. The sending school

- ▶ Nominates a Mobility Coordinator (teacher/other member of staff).
- ▶ Ensures that the Mobility Coordinator has all the necessary means (allocated time, resources and help from colleagues) to support the pupil's mobility in the best possible way.
- ▶ School Management advised by the Class Council decides about a pupil's participation in the programme.

The **Mobility Coordinator**, in collaboration with their colleagues, will:

- Prepare the selection of suitable pupils.
- Prepare the pupil for the mobility providing advice about behaviour and practical aspects.
- Act as the link between the sending school and the host school, the pupil, their parent(s)/legal representative(s) and mentor(s) and share necessary information and documents, such as the *Online Application Form*.
- Treat all personal data received in the framework of this action as confidential, respecting data privacy, and process them in accordance with GDPR.
- Communicate regularly with the Mobility Coordinator in the host school.
- Provide support to the pupil to help reintegration into the home community.
- Keep the *Online Application Form* and the Consent form for participation only until the end of the mobility.

### 2. The host school

- ▶ Nominates a Mobility Coordinator and (a) mentor(s) (the latter should be responsible for pedagogical aspects and other school-related tasks, may be the educational adviser/a teacher/member of staff).
- ▶ Provides the Mobility Coordinator and the mentor(s) (if applicable) with all the necessary means (allocated time, resources and help from colleagues) to facilitate the integration and follow-up of the visiting pupil.

The **Mobility Coordinator**, in collaboration with mentors and colleagues, will:

- Act as the link between the sending school and the host school, the pupil, their parent(s)/legal representative(s) and mentor(s) and share necessary information and documents, in close cooperation with the Parents' Association.
- Treat all personal data received in the framework of this action as confidential, respecting data privacy, and process them in accordance with GDPR.
- Establish contact with the host family before the pupil arrives.
- Be aware of child protection issues.
- Together with the mentor introduce the pupil in the school and help them adjust to the new school system.
- Ensure that the pupil receives all material (pupil's card, timetable) on the day of their arrival in order to be able to use all school facilities.
- Together with the mentor support the pupil throughout the mobility and be easily reachable for the pupil and the host family.

- Add the visiting pupil to the School Insurance.
- Contact the insurance company where necessary (if an incident at school happens).
- Maintain records of host family details only during the duration of the mobility.
- Contact parent(s)/legal representative(s) of the pupil/Mobility Coordinator at sending school in case of an emergency.
- In case of a serious breach of the rules of conduct/laws of the host country decide with the agreement of the School Management to terminate the pupil's mobility (see *Annex 4 Guidance on Crisis Management* for more information).
- Have available for cases of emergency:
  - a copy of the pupil's European Health Insurance Card
  - a copy of the completed *Confidential Health Form (Annex 2)* in a sealed envelope
- Assist the School Management in carrying out the end-of-stay evaluation of the pupil's mobility.
- Assist the sending school with any follow-up or evaluation.

The **mentor** will ...

- Offer support to the pupils with regards to pedagogical issues and other aspects of school life.
- Take care of the visiting pupil's well-being throughout the entire mobility and support the pupil together with the Mobility Coordinator.
- Together with the Mobility Coordinator introduce the pupil in the school and help them adjust to the new school system.
- Build a supportive relationship with the pupil and communicate with the host family in the event of any problems.
- Try to mediate between the host family and the visiting pupil in cases where significant problems arise.

### 3. The host school's Parents' Association

- ▶ Facilitates finding host families, if not arranged by the sending family itself or by the school in case of a one-to-one exchange
- ▶ Treats all personal data received in the framework of this action as confidential, respecting data privacy, and process them in accordance with GDPR.
- ▶ Keeps in touch with the Mobility Coordinator of the host school regarding host family related issues.
- ▶ Ensures that host families identified by the Parents' Association are aware of the Pupils' Well-Being Policy Framework of the European Schools (document 2022-01-D-6).

### 4. The host family

The Pupils' Mobility Programme gives pupils the opportunity to spend one semester in a European or Accredited European School abroad. Staying in a host family is part of the intercultural experience and facilitates the pupil's integration in the host country and culture.

The visiting pupils receive pocket money from their parent(s)/legal representative(s) as well as means of contributing to costs incurred during the stay, such as costs linked to local transport or learning materials. The transfer of the pupil is organised and secured by the visiting pupil's parent(s)/legal representative(s). Furthermore, visiting pupils will be covered in terms of medical care and personal liability during the stay through insurance provided by their parent(s)/legal representative(s).

In case of a one-way mobility, the sending and the host family may find an arrangement for covering incumbent costs.

### Role

Being a host family is not just about providing board and lodging. There are two further important functions in relation to the well-being of the pupil and the success of their stay:

#### ► Facilitator

The stay in a host family constitutes a very important part of the pupil's learning process. Through daily interaction with host parents and siblings, the pupil acquires valuable insights into cultural differences as well as proficiency in a foreign language. It is therefore important that the pupil is not treated as a guest or lodger but is integrated into family life to the greatest extent possible.

#### ► Parental authority

The pupil is a young person who may have little or no prior experience of the culture and attitudes of the host country. They will consequently need the host family's help in relation to many aspects of daily life. This also means providing clear guidelines for their behaviour, what is acceptable and what is not, as a parent or legal representative would do.

### Responsibilities

The host family will:

- Make sure that all family members fully understand their rights and responsibilities as a host family.
- Welcome the pupil into their home for a duration of one semester.
- In case of a one-to-one exchange, provide the pupil with suitable board and lodging free of charge.
- Integrate the pupil into family life to the greatest extent possible.
- Inform the pupil about household rules.
- Inform the pupil about customs and help them integrate into the culture and mentality of the host country, easing the pupil's transition and avoiding a possible "culture shock".
- Ensure that the pupil is not left alone overnight (e.g., at weekends or holidays). If this implies significant extra costs, this should be agreed on in advance with the pupil's parent(s)/legal representative(s). If the host family travels abroad with the visiting pupil, they should consider the possible insurance and liability implications.
- Help ensure that the pupil attends school on a regular basis, including ensuring that adequate transportation facilities between the school and home are available.
- Help ensure that the pupil observes the rules of conduct for pupils of the host school.
- Communicate with the pupil's mentor/Mobility Coordinator at the host school in the event of any problems.
- Not terminate the stay of the pupil abruptly and unilaterally without a prior attempt from the hosting school and/or the Parents' Association to mediate (except in the cases outlined below under 'rights').
- Familiarise themselves with child protection requirements and abide by them.
- Read about the risks and emergency procedures set out in *Annex 4: Guidance on Crisis Management* and follow them in case of emergency or crisis.
- Have available for cases of emergency:
  - a copy of the pupil's European Health Insurance Card

- a copy of the completed *Confidential Health Form (Annex 2)* in a sealed envelope
- Keep all personal data concerning the pupil and any other personal data under this programme confidential, respect data privacy.
- Return to the pupil/sending family all documents and the Confidential Health Form once the mobility has finished.

### Rights:

During their stay in the host family, the visiting pupil will be under the authority of the host parent(s). The host school has appointed a mentor for the pupil, to whom the host family can turn for information, advice or just to discuss any aspect of the pupil's stay in the host family. The mentor will also try to mediate between the host family and the visiting pupil in cases where significant problems arise.

Where mediation is not sufficient, the host family has the following rights:

- In the event of a serious breach of rules by the pupil (as defined by the schools), the host family can ask for the termination of the visiting pupil's stay in their home immediately and require that the host school arranges alternative accommodation or repatriation.
- In the event of irreconcilable personal differences between the host family and the visiting pupil, and where mediation has been tried and not brought an acceptable solution for the host family, the host school must provide for alternative accommodation or repatriation of the pupil within a maximum of 3 days.
- In the event of death, illness or any other serious incident occurring in the host family, they can ask the host school to provide urgently for alternative accommodation or repatriation of the pupil (normally within up to 3 days).

## 5. The pupil

The pupil will:

- ▶ Prepare for the stay abroad (linguistic preparation, if necessary, participation in training events provided).
- ▶ Nominate a pupil/friend in their home class as a facilitator (e.g. collecting material, copying/scanning work sheets, keeping the pupil up to date/informed).
- ▶ Get to know possible risks and emergency procedures (*Annex 4: Guidance on Crisis Management*) and act in accordance with them.
- ▶ Familiarize themselves with the laws concerning minors in the host country and abide by them.
- ▶ Participate in pre-departure and on-arrival information meetings.
- ▶ Be aware of and follow the rules of conduct of the host school.
- ▶ Behave responsibly and not take unnecessary risks.
- ▶ Know who to contact in a crisis.
- ▶ Be sensitive to local codes and customs.
- ▶ Give the completed *Annex 2: Confidential Health Form* (in a sealed envelope) to the host family and the medical services of the host school as soon as the mobility starts.
- ▶ Be respectful to the host parent(s) and follow their rules as they would do with their own parent(s)/legal representative(s).
- ▶ Keep all personal information concerning the host family confidential, respect data privacy.

- ▶ Write a feedback report at the end of the programme.
- ▶ Accept that mobility can be terminated earlier under the circumstances outlined below. All costs and liabilities derived from early termination of mobility will be covered by the parent(s)/legal representative(s) of the visiting pupil:
  - 1) In case of a serious breach of the General Rules of the European Schools or the local rules of the host school:

Attending school is compulsory. The pupil is required to participate fully in school activities and to complete all assignments and schoolwork. Pupils are expected to show good behaviour and respect at all times.
  - 2) Where the pupil has not abided by the laws of the country they are visiting.
  - 3) If the pupil displays behaviour that is deemed inappropriate or offensive to the host community, endangers themselves or other people, or causes damage to property.
  - 4) For medical reasons.

### 6. The parent(s)/legal representative(s) of the visiting pupil

The parent(s)/legal representative(s) of the visiting pupil will:

- ▶ Provide all necessary information (no omissions) which might be relevant for a long stay abroad at the application stage (*Online Application Form, Annex 2: Confidential Health Form*).
- ▶ Get to know possible risks and emergency procedures (*Annex 4: Guidance on Crisis Management*).
- ▶ Get to know the laws concerning minors in the host country.
- ▶ Identify and select a host family.
- ▶ Provide the host family with necessary information, contacts and documentation.
- ▶ Keep all personal data concerning the host family confidential, respect data privacy.
- ▶ Allow the host family to sign authorisation required by the host school for the pupil to participate in any school-sponsored activities, events or programmes with the agreement of the sending family.
- ▶ Arrange the visiting pupil's travel to and from the host country.
- ▶ Financially support the visiting pupil throughout the mobility (travel costs, extra expenses, etc.).
- ▶ Communicate any relevant problem to the Mobility Coordinator at the sending school.