



THE ROUND SQUARE INTERNATIONAL CONFERENCE GUIDANCE FOR HOMESTAY HOST FAMILIES

The Round Square International Conference (RSIC) is an annual event, that moves around the world and is hosted each year by a school that is a member of the Round Square movement. The RSIC is a fantastic opportunity for both visiting and host students to broaden their horizons, and develop international understanding, self-confidence, and a range of interpersonal skills through meeting, and interacting with, young people from many different countries and cultures from around the world. This especially true for students whose families host visiting student delegates in their homes for the duration of the event.

In October 2023, the RSIC will be coming to Brookhouse Schools, and we are delighted that you are willing to host one or more of our visiting student delegates. The visiting students will have been carefully selected by their own school back home, and will have been told what their school expects of them. The following guidelines are designed to help all parties involved enjoy the conference homestay experience.

PREPARING FOR THE ARRIVAL OF YOUR EXCHANGE STUDENT

Please read this document in conjunction with the Brookhouse Schools' Child Protection and Safeguarding Policy , before completing and signing the Host Family Agreement and Code of Conduct. Both of these documents must be signed and returned to Brookhouse Schools.

You will be provided with information about your visiting student(s) including any dietary requirements, health issues or ongoing medication. Nearer the time of the Conference you will also receive contact information for the family of your visiting student(s) and they will be given yours. Once you have the go-ahead from Brookhouse, please make contact with your visiting student(s) and their family and discuss the following:

- Sleeping arrangements/ set up of their accommodation;
- Anything relevant about your family dynamics/ who is in your household/ any pets;
- Logistical/ travel arrangements (how they will travel to and from school for the conference each day);
- Any house rules or specific behaviour expectations that you might have of your visitor'
- Any rules that your visiting student must follow back home (their family may ask you to maintain);
- Food preferences/ hobbies and interests/ any tips from your visitor's family on how to help them settle.

It is important that you establish and maintain open communication lines with your visiting student's family. You will also be asked to maintain regular contact with Brookhouse Schools, and let them know immediately of any issues or concerns by calling the Homestay Helpline number on <ADD NUMBER>

PERSONAL HEALTH, SAFETY AND WELLBEING

At all times, whilst your visiting student is under your care, you will be acting in loco parentis, which means that you will be responsible for their personal safety, health and well-being, and will be required to care for them as if they were your own child. In particular, it is important to have a discussion of sensible safety awareness in Kenya. If your family has certain security measures in place, please share these with your guest. Please also consider whether there are language/cultural/age or stage differences between your child and your incoming student, and be ready to help them bridge the gap if needed. Please do your best to make your visitor feel comfortable and included in your family



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YOUR HOUSE RULES:

Make your expectations of your visiting student(s) clear at the beginning of their stay. They will be living in your home for a week and your rules apply. Let them know what you expect in terms of tidiness, laundry, mealtimes etc. Explain curfews (taking into account the timings of the Conference programme), and your schedule for getting to school in the mornings. We ask that students not be allowed to attend parties / go out late during their stay, other than to participate in the organised conference activities. Outside of the conference please ensure that they are accompanied and supervised at all times.

If, at any time, your visiting student is exhibiting concerning behaviour or seriously contravening the rules stipulated by your family, discuss this with them first but do communicate with Brookhouse School via the Homestay Helpline for advice and assistance.

MEALS:

Brookhouse will provide all students with lunch and snacks throughout the RSIC. Most evening meals will also be provided by the school but on one occasion we may ask you to include them in your family dinner.

DRESS/ CLOTHING:

Visiting students who are attending the RSIC will do so in casual clothes, except for the Opening Ceremony on the first day and the Closing Ceremony on the last, when they will be required to wear their own school uniform (from their school back home.) They will be asked to bring this with them when we provide them with a packing list for the RSIC. Visiting students do not need to have Brookhouse school uniform. Some schools do not have a school uniform at all, in which case the students will be asked to bring a smart outfit from home.

FINANCES:

Visiting students will have some spending / pocket money with them and should be expected to purchase their own souvenirs, snacks or other personal spending just as you would expect your own child to spend their pocket money. In addition, there will be a teacher from your student visitor's school in attendance at the Conference, who can be called upon should there be a financial emergency e.g. the need to pay for minor medical treatment or a prescription.

If, as host family, you decide to take your visiting student out for a meal on the evening when they will be with you for their evening meal, we ask that you pay for the visiting student. Of course, it is not an expectation that you will take them out (eating a family meal at home will be a lovely, relaxed cultural experience for them) but if you do decide to go out, please do not expect your student visitor to pay for their meal.



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MEDICAL

Students attending the RSIC are required to have medical insurance. The accompanying adult from their school will be carrying their students' insurance details. If your visiting student is feeling unwell you need to call Brookhouse's Homestay Hotline, and we will coordinate contacting the teacher and determining a course of action.

SAFEKEEPING OF PASSPORT AND OTHER DOCUMENTS / PERSONAL BELONGINGS

Keeping the passport, other travel documents and cash should be discussed with your student visitor on arrival. It is likely that their teacher will have kept hold of important documents but please ascertain this and make sure that you have a safe place for them to keep any valuables, money, passport etc.

TRANSPORT

We expect you to provide transportation (to and from Brookhouse School) for your visitor during their stay to enable them to fully participate in the Conference Programme. Transfers between the Airport and Brookhouse Schools on arrival and departure will be provided by the School.

Finally... Our experience has taught us that open communication between all parties involved (host, visitor, parents and school staff) smooths the transition and prevents or solves misunderstandings. Please do not hesitate to ask any questions.

We stress that each homestay experience is unique, each host family and visiting student have their own character. We hope you all have a rich and positive experience which leads to lifelong friendships as you discover your similarities and celebrate your differences!

Round Square's Role in the RSIC

Round Square's role in the Round Square International Conference is one of facilitator, enabling Round Square Candidate and Member Schools to both host, and participate in, an International Conference experience, for the benefit of the students taking part. Round Square will not be organising the Round Square International Conference 2023 (RSIC2023) itself, but instead has appointed Brookhouse Schools as conference host. Round Square is not, therefore, responsible for individual delegate/ visitor arrangements. It is important for students and parents to note that Round Square does not vet or monitor the arrangements made by the school for Homestay and does not have any contact with, or role in selecting, host families. Round Square has provided Brookhouse Schools with best practice protocols, but delegate school staff and parents will be required to satisfy themselves that the arrangements made by Brookhouse School are appropriate to their needs and to any legislation that applies to students from their school being accommodated in Homestay. Round Square accepts no legal responsibility or liability in relation to RSIC2023 Homestay arrangements.