ROUND SQUARE

POLICY HANDBOOK



Updated March 2025

About this Handbook

The first section of this Handbook (pages 1-12) and the Policy Documents that follow in the second section, outline the formal policies that Round Square follows in relation to its operations. These policies are aligned with legislation in the UK (because that is where Round Square is registered as a Charity) and international good practice.

The Chairman and the Round Square Board of Trustees have overall responsibility for ensuring that Round Square's policies and procedures comply with our legal obligations. The Chairman has delegated day-to-day responsibility for the operation of those policies and procedures to The Chief Executive**.**

The policies contained in this handbook are considered Core Documents and are reviewed annually to ensure that their provisions continue to meet our legal obligations and reflect good practice.

All Round Square Trustees, Staff, Contractors, and Volunteers have a specific responsibility to operate in accordance with the provisions set out in this handbook, ensure that they all understand the standards of behaviour expected of them and to take action when behaviour falls below those requirements.

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1. An Introduction to Round Square

About Round Square

Round Square is a not-for-profit organisation whose membership includes more than 280 schools on six continents that share a holistic approach to learning built around six pillars: Internationalism, Democracy, Environmentalism, Adventure, Leadership and Service.

Round Square's philosophy is based on the theories of experiential educational philosopher Kurt Hahn who believed that schools should have a greater purpose beyond preparing young people for college and university. He believed that it was crucial for students to prepare for life by having them face it head on and experience it in ways that would demand courage, generosity, imagination, principle and resolution. As a result, he felt that young people would become empowered and develop the skills and abilities to be the leaders and guardians of tomorrow's world.

The Round Square IDEALS

Round Square schools are founded on a philosophy which embraces a series of six pillars or precepts which can be summed up in the word IDEALS. They are Internationalism, Democracy, Environment, Adventure, Leadership and Service. Round Square schools and their students make a commitment to addressing each of these pillars through collaboration, exchanges, work projects, academic endeavour, community service and adventure. The overriding goal is to ensure the full and individual development of every student as a whole person through the simultaneous realization of academic, physical, cultural and spiritual aspirations.

<u>Internationalism/ International Understanding</u>

- A spirit of internationalism is found in those who seek to discover and embrace the similarities and differences between cultures and nationalities in ways that promote meaningful and lasting understanding, tolerance and respect. It encompasses an appreciation for the increasing interconnectedness of the world, our greater dependence on the global economy and interdependence as nations as a result of massively increased commerce and cultural exchange.
- The growth of digital communication across geographical borders and the sharing of each other's cultures through travel and trade is understood. There is an appreciation that national differences are lessening, and a blending of cultures, traditions and cultural exchange is on the increase.
- A person living out a spirit of internationalism respects the need to preserve and celebrate national identity, cultures, traditions and heritage. Opportunities are sought to connect with those from different countries and cultures, exchanging points of view and ideas across borders and developing international and intercultural understanding. These inform an appreciation of how others might view or think about a shared event such as a trade agreement, a partnership or a cultural exchange.
- A spirit of internationalism also includes an understanding of the tension between increased wealth creation in developing countries and a continuing gap between the world's poorest countries and the world's richest.

<u>Democracy</u>

- A spirit of democracy embraces a sense of equality, fairness, justice and a desire to do what is right (for the greater good). Freedom of thought and speech are valued, and appropriate forums and channels of communication are discovered and explored.
- An understanding of the importance of active democratic participation and the power of collective decision-making is supported by a strong sense of self-discipline and personal responsibility. Respect for diversity, cultural difference and heritage lead to an outspoken passion for equality, tolerance and inclusion.

- Knowledge of civil rights and the ability to understand how society works, on a small scale (such as a school, family or a sports club), and on a larger scale (in one's neighbourhood, city, nation and internationally), enables participation and action, and builds capacity to make a difference.
- A person living out a spirit of democracy seeks to be well informed about their world and has an outward-looking disposition, engaging with the issues of the day, valuing the opportunity to be involved in making his or her society a better place, and expressing a sense of public duty. Understanding the needs of others and feeling empathy for them becomes a catalyst for action and prompts engagement in social service activity. A spirit of democracy also encompasses the development and application of appropriate social skills to interact respectfully with others in order to contribute as a positive and active member of the community.

Environmentalism/ Environmental Stewardship

- A spirit of environmentalism centres on the significance of understanding mankind's place in the universe, the forces that shape our surroundings and the impact we have on those surroundings. A systems-based appreciation of the interdependence between human beings and the planet highlights the fine balance needed to make that relationship a healthy one.
- In addition, mindfulness in connecting with the surrounding world underpins a peace and ease with natural cycles. This creates a connected appreciation for the beauty, complexity and fragility of the environment which often inspires creative expression - landscape painting, photography, poetry, creative writing.
- A person living out a spirit of environmentalism takes practical action in tackling issues of sustainability. They question and challenge any practices that impact negatively on the environment. They seek solutions and make suggestions as to how practices can be improved, and consideration of the environmental impact of every-day activity is second-nature.
- An active interest in, and concern for, all environments develops awareness and understanding of known issues. This leads to a recognition of the importance of tending to the future of the planet, protecting and preserving threatened habitats and creating sustainable communities. Ultimately, through discovering a spirit of environmentalism, each young person accepts and prepares for their destiny to be a future guardian of human society and the global environment.

Adventure

- A spirit of adventure is characterised by those who push themselves beyond their perceived limits, cross boundaries and discover that they are capable of more than they thought. It encompasses preparedness to take risks, face a challenge and persist against the odds and in the face of potential failure.
- Willingness to rise to unusual, exciting or frightening experiences is evident, as is a compulsion to set and then stretch to reach a personal goal in any hobby or area of interest. Courage, discipline, tenacity and resilience are foundations on which ambition is built, and personal development is achieved.
- A person living out a spirit of adventure seeks out opportunities to stretch and push themselves beyond their own perceived abilities and the expectations of others. They are dynamic and driven, thriving on practical, experiential learning, and willing to tenaciously pursue their objective, overcoming setbacks and obstacles along the way.
- An appreciation that adventure is a very personal experience, and will mean different things to different people, allows for supportive celebration of others' achievements in all aspects of life. As such, a readiness to embrace uncertainty, to explore and pioneer in any field is supported and encouraged.

Leadership

- A spirit of leadership is found in those whose convictions are rooted in personal responsibility, kindness and justice. It recognises that successful leaders are driven by a desire to be of service to others and to nurture, guide, develop and help them to improve and succeed.
- A range of leadership skills are marshalled and employed to influence and enlist the support of individuals, teams or communities in the achievement of a shared objective.
- Strategic thinking and analysis of both the current situation and the objective enable the creation of a route map for achieving that objective. Self-belief and an ability to gather and process ideas, set direction, and create and share a vision that is exciting and dynamic inspires others to take action and to share ownership. The capacity to generate a sense of belonging in others leads to team members feeling valued for their contributions and taking pride in their efforts and achievements.
- A person living out a spirit of leadership demonstrates personal literacy in understanding and employing both their own skills and abilities and those of their team to the greatest effect. Self-confidence, determination, motivation, intuitive decision-making, persuasion and negotiation and creative problem solving are all in evidence as is the ability to spot opportunities and take calculated risks. Self-awareness and emotional-literacy allow for confident tempering, analysis and expression of emotions both for the leader and those that they lead.

Service

- A spirit of service celebrates personal development through practical experience bringing sustainable support and benefit to others. Keenness and ability to learn in real-world contexts delivers meaningful and lasting value to others as well as to the primary learner. An understanding and respect for cultural difference develops through shared experience and partnership.
- Co-creation of knowledge is underpinned by a genuine desire to work collaboratively to the benefit of individuals, a neighbourhood, city, nation or internationally. Practical experience provokes an emotional and intellectual response, and periods of reflection develop personal literacy through mindful consideration of ability, motivation, beliefs, perceptions, goals and ambition.
- A person living out a spirit of service considers the opportunity, in all aspects of everyday life, to provide for the needs of others and take social action. They seek to ensure that their impact, and the difference they make in the world, are positive. Socially-responsible decision-making infuses every area of life from employment and business to personal, financial and domestic decisions.
- Knowledge of how wealth is created, earned, used and managed by individuals and organisations enables consideration of the ethical and social impacts of financial decisions. This develops understanding of how the right application, investment and donation of financial resource can positively impact an individual, community or wider society.

The Round Square DISCOVERIES

The Round Square IDEALS have stood the test of time over decades, proving to be a solid foundation for schools wishing to organise and develop a robust and holistic approach to character education.

In recent years, our schools have collaborated to distil, from practical experience of teaching and learning with the six IDEALS, twelve route-markers that students can be expected to discover on their Round Square learning journey.

Dubbed the Round Square Discoveries, they capture and describe the attitudes, attributes, skills and values developed and explored by students as they engage with the Round Square IDEALS. Now an integral part of the Round Square Discovery Framework, our twelve Discoveries are being integrated by schools into lesson planning, used to create curricula for extra-curricular activities, and are forming the structure for a wide variety of reflection and non-formal assessment activities.

Use of the Round Square Discoveries is optional for Candidate and Member Schools, who are invited to experiment and innovate with this open-resource. The result is a shared and constantly evolving library of good practice, new approaches, lesson plans, and case studies that all schools in the Round Square community can access.

Sense of Responsibility

Round Square Explorers discover in themselves a sense of personal, moral, ethical, social and civic duty. They become aware of their moral obligations to themselves, others, their community and society in general. Consideration of community, cultural, economic and environmental issues instils a desire to effect positive change to the betterment of society over personal gain.

A commitment to enact justice, and combat injustice, leads students to seek and implement solutions to ethical, community and social problems. At a personal level, they recognise, correct and learn from mistakes, accepting accountability for their actions and taking pride in personal effort and performance.

Appreciation of Diversity

Round Square Explorers learn to value the strength and solidarity of an inclusive society that embraces all individuals regardless of nationality, race or ethnicity, culture, religion, socio-economic stratum, impairment or sexual orientation.

They support diversity by celebrating the power that is found in variety and difference whilst also studying and recognising common humanity.

They actively and passionately confront discrimination, prejudice and all obstacles that deny equal opportunities for everyone to make a contribution and be valued. Round Square Explorers are committed to ensuring that their actions are inclusive and that they engage and participate in a diverse community.

Inquisitiveness

Round Square Explorers make continuous enquiries in pursuit of truth. They explore the world around them and seek out their place within it. They test boundaries, persistently question, interrogate, challenge assumptions, and maintain a healthy scepticism in the absence of evidence.

They are willing and able to ask and answer questions in a collaborative and co-constructive environment. They use questioning as a key communication tool, and are prepared to seek but not find, appreciating that there may not be a single “right” answer, or an answer at all, but that the journey of discovery is a learning process in itself .

Commitment to Sustainability

Round Square Explorers make a commitment to manage their use and application of the earth’s resources to live within its means for the benefit of future generations.

Their appreciation of the beauty, complexity and fragility of the natural environment leads to respect for the interdependence of living organisms, wildlife, geology, geographies, indigenous and foreign peoples.

They recognise their place in the universe and discover how they interact with and impact their surroundings. They understand the need for their generation to positively manage energy sources, water, waste, food, pollution, and to repair, reuse and recycle, using natural resources responsibly, locally and ethically.

Courage

Round Square Explorers discover in themselves the ability and willingness to confront fear, pain, danger, uncertainty, or intimidation. Their moral courage enables them to act according to conscience and do "what is right" in the face of popular opposition, shame, scandal, or discouragement.

They readily undertake activities that stretch them beyond their perceived capabilities (viewed by themselves or others) taking on physical challenges and social or emotional fears.

They are ready to voice opinions that may not be popular, particularly in communities where courageous people find the strength to speak up against racial, political, gender and religious intolerance and oppression .

Compassion

Round Square Explorers discover in themselves a desire and capacity to feel and share another's emotions, perspective and opinions: to empathise. They develop understanding and empathy for the plight of others who are in distress, in need or suffering.

Their compassion is informed by a particular sensitivity to heritage, culture, background, ethics, beliefs, social differences and alternate perspectives. Round Square Explorers gain an understanding of the need to balance instinctive compassion with an appreciation of the contextual values, society and circumstances of a particular situation.

They are motivated to take informed action and initiate appropriate, sensitive, collaborative, sustainable, partnership-based help.

Self-awareness

Round Square Explorers cultivate their understanding of themselves, their personality, values, attitudes, strengths and weaknesses, through personal discovery, reflection and analysis of their actions and reactions.

They develop their ability to practice mindfulness, pausing to centre their attention on the present moment and tune in to their feelings, sensations, thoughts, and environment. They discover and reflect on their values, beliefs, biases, culture virtues and character strengths, and how to use them.

Their developing understanding of how these influence their interactions with the world leads to growth and change, better decision-making, and the ability to set and achieve learning goals.

Teamwork

Round Square Explorers discover the benefits of working together in a group with others in pursuit of a common goal.

They develop a positive team-working style that recognises the strengths and weaknesses of team members and combines individual attributes, skills and talents to enhance team performance.

Through experiencing teamwork on an international scale, they discover how to form and work in effective intercultural teams. Putting aside individual gain for the success of the team, they find that mutual co-operation and respect, good communication, self-awareness, personal responsibility, persuasion and conflict resolution skills are all contributing factors in successful teamwork.

Ability to solve problems

Round Square Explorers discover the ability and confidence to think clearly and creatively to tackle a problem in a focused way and find the best possible solution(s given the circumstances.

Removing personal biases and outside influences, they create and test possible paths to multiple potential solutions, sometimes working with others to co-create an approach, and at other times independently.

They are adaptable and develop resourcefulness in seeking out information, guidance and tools that will help them. They exercise their freedom to test, research and question, exploring the issue from a range of perspectives before analysing and evaluating their discoveries to reach an informed approach, solution or range of solutions.

Communication Skills

Round Square Explorers develop understanding between themselves and others by listening to one another's ideas and sharing their own through a mutually respectful exchange.

They readily employ written, verbal, and visual communications, developing their ability to choose appropriate media and content according to the audience, purpose, scale and context. They use their skills to understand issues and causes that they believe in and develop their own opinions and voice enabling them to enter the debate.

They come to recognise that in a digital, global society, different communications media can be used as implements of social change, and comfortably and sensitively communicate on an international scale.

Tenacity

Round Square Explorers discover in themselves the ability to persevere when confronted with challenge, and learn from their mistakes, with a readiness to try again. They develop and demonstrate discipline, determination, grit and resilience, pushing themselves beyond their perceived limits.

They draw-on, and cultivate, a strong physical, mental and emotional spirit that enables them to keep going in the face of hardships, limitations and impediments, and bounce back from disappointments and difficulties.

A steadfast self-belief, is built through focusing on achievable goals that can be reached (with a struggle), leading to optimism and confidence when faced with future challenges.

Inventiveness

Round Square Explorers develop new ideas and demonstrate divergent thinking, creativity, imagination and innovation. Looking with fresh eyes at an opportunity, challenge or problem, they are willing to think and act differently, taking a flexible approach allowing them to embrace new ideas and find new ways to solve problems.

Working individually or in groups they develop novel ways of thinking and doing. They learn to transform abstract ideas into a concrete reality and so develop original ideas that have value.

Readily prepared to deviate from the norm and make unusual connections, they take time to explore and question and are encouraged to pursue change and improvement through their ideas.

Our Guiding Principles

At RS we strive to achieve our mission through the combined efforts of a committed network of member schools throughout the world who share a belief in a common approach to the development of young people. All of our programmes are driven by the following ten guiding principles, which are at the heart of everything we do:

Organisational

1. To be a major global educational influencer, advocating and promoting the philosophy of Kurt Hahn as the basis for excellence in education around the world;

2. To place students at the heart of our organisation, and to define our role, ambitions and activities by a compulsion to guide and support their educational, ethical and social journeys;

3. To strive for the broadest possible reach, engaging with schools and young people throughout the world, irrespective of background and circumstance;

4. To engender a culture within our schools that encourages and expects students to be active, informed and responsible participants in shaping and improving our world both now and in their future lives.

Individual

5. To provide young people with the appropriate environment and opportunities for self-discovery and personal growth, through physical and mental challenge and ***ADVENTURE*** and through active participation in the ***DEMOCRATIC*** process of school leadership and governance;

6. To guide and support students in discovering their own inner strengths and developing a sense of personal responsibility, understanding that true ***LEADERSHIP*** is rooted in kindness, empathy and justice and that the best leaders know how to be of ***SERVICE*** to others;

7. To engender and nurture ***INTERNATIONAL*** understanding and global-mindedness through encouraging students to understand and appreciate the physical and social world around them and recognise the need to care for it through effective ***ENVIRONMENTAL*** stewardship.

Operational

8. To harness and invest in all available technologies and social media to facilitate and enhance opportunities for teaching and learning, sharing good practice, organisational development and communications;

9. To operate with the utmost professionalism: prioritising consistency of approach, method and implementation; delineating the roles of RS Worldwide (infrastructure and enabling) and RS Schools (delivery and programme activity); setting standards rather than following them; and encouraging the elevation of the status of Round Square membership within all schools;

10. To develop and promote the Round Square brand including codification of Intellectual Property, measurement and protection of what it means to be a Round Square member school.

Looking Forward

Our achievements have inspired us to be more ambitious and to set ourselves some challenging goals. Our starting point is the understanding that, if the RS is good for the 200,000+ young people studying in RS Candidate and Member Schools today, then it is good for all the others not yet able to access RS opportunities.

We are passionate about inspiring the next generation and creating a brighter future for them and their communities.

We have a comprehensive and constantly developing strategic plan for the organisation that outlines our collective intentions, objectives and targeted achievements. This plan is framed under three themes and sets our course towards five strategic outcomes:

Our Strategic Themes

- A World Class Educational Approach
- A Vibrant Connected Network
- A Platform for Future Leaders

Our Strategic Outcomes

- A Meaningful Round Square Value System
- A Whole New Standard of Educational Value
- The Development of Better Human Beings
- Advancement of Critical Skills and Qualities for Lifelong Learning
- Attraction and Retention of Exemplary Round Square Schools

School Membership Agreement and Fees

There are two steps to the process of joining Round Square. First a school must become a **Candidate School**. This involves the completion of an application form and an evaluation visit, both of which are reported by the Regional Membership Committee to the Heads of all the existing Round Square schools in the geographic territory in which the applicant school is based (The Region - Africa, The Americas, Australasia and East Asia, Europe and the Mediterranean or South Asia and the Gulf). The Heads will then vote on whether or not the school is a suitable applicant.

Once approved, the school can be a Candidate for up to two years before making an application to the Round Square Board for Global Membership. This application must be supported by the region, and will be presented to the Board via the Worldwide Membership Committee.

Round Square Member schools pay an annual subscription fee to Round Square. The formula for calculating fees for an individual school can be found on the *Membership Application Form*. Candidate Schools pay 65% of full fees.

Online Guidance and Good Practice Sharing

In support of activities inspired by the Round Square IDEALS, Round Square provides guidance on organising conferences, student exchange, service projects and other collaborative initiatives and programmes. This can be found on the RS web site, along with tools to connect schools with counterparts to work together on academic and extra-curricular projects, and to partner students for exchange and other activities. In addition, Round Square maintains, and is developing further, a library of templates and guidance documents to assist schools in carrying out their RS activities.

Round Square hosts a series of events each year that bring together staff from Round Square schools face-to-face to network and share good practice, without the need to be simultaneously fulfilling duty of care responsibilities for their students. These events will either focus on a Round Square Forum in each region (regional events), or a combination of The Round Square Heads' Symposium and the Round Square Coordinators' Assembly (international events). These types of events alternate from one year to the next.

Virtual Programming

Whilst RS Conferences, Service Projects and Student Exchanges are core activities within and between RS Schools, in recent years a number of online and virtual programmes have been introduced including Zoom Postcards, Worldwide Show and Tell, Language Labs, History Labs and Geography Labs. There is also a dedicated programme for Early/ Primary Years built around the RS Heroes of Discovery, and in 2026 Round

Square will roll out a structured programme of Professional Development Opportunities for teachers and Heads of RS Schools.

Available to all

Participation in Round Square activities should be achievable by any young person within a member school who chooses to take up the challenge, regardless of ability, ethnicity, gender, sexuality, religious or political beliefs, background or location. The RS pillars (IDEALS are sufficiently flexible to offer opportunities and inspire a level of engagement that meets everyone's enthusiasm and aptitudes.

The Round Square Weekly e-briefing

RS Weekly is an emailed newsletter produced weekly for Heads and RS Coordinators of Member Schools. It reports on RS activities and achievements throughout the world and provides updates on new information and initiatives. As a point of policy the Round Square team limits mass-communications on a global or region-wide scale to this single publication so as to minimise email traffic into Heads' and RS Coordinators' inboxes.

Child Protection and Emergency Procedures

Information relating to child protection is contained in our *Child Protection Policy and Procedures* and our *Safeguarding Code of Behaviour for Adults*. Copies are provided as part of the staff induction process and are available on the Intranet. All members of staff are required to read these carefully.

2. Oversight of Round Square

Governance

Round Square is a company limited by guarantee governed by its Memorandum and Articles of Association dated April 1986 and amended by special resolutions in September 2001, September 2012 and May 2015. Round Square is registered as a charity with the Charity Commission and is governed by a Board of Trustees. Its day-to-day operational business is conducted by a Management Team, which is in turn responsible to the Round Square Board, via the Chief Executive, for the administration and operation of Round Square.

Trustees

Decisions of policy are the prerogative of the Trustees. An-up-to date *Trustees list* can be found on the RS website. The Trustees usually meet at least twice each year in addition to the annual AGM. Meetings of the Trustees are to be held either in person or by suitable electronic means as agreed by the Trustees. The Trustees have the power to delegate any of their functions to Committees consisting of two (2) or more individuals appointed by them. The Convenor of every Committee must be a Trustee who will report all proceedings of Committees to the Board of Trustees. Committees of the Board currently are:

- Finance and General Purposes
- Nominations
- Membership

Statement of Nomenclature

This document details nomenclature that is used in Round Square activities to distinguish between events and projects that are organised and hosted or commissioned by Round Square, and those that are initiated, organised and hosted by individual member schools. The definitive titles that should be used are laid out below. This delineation is based on sound advice from Round Square's legal advisors. Please ensure that the appropriate titles are used at all times.

SERVICE PROJECTS

Official Round Square International Service Projects are run by Round Square in July and December each year in a limited number of locations around the world. These Projects are managed and risk-assessed by Round Square and subject to Round Square's self-assessment against BS8848 and insurance policies.

No other Service Projects or activities may be called RSIS Projects or Round Square Service Projects. This is in part so as not to confuse our position with regards to BS8848 self- assessmentor imply liability for activities that are not managed by Round Square and do not fall under its governance processes.

Any service project run by your school as part of your Round Square activity, whether it is just for you or for others as well can be entitled "THE <SCHOOL NAME> SERVICE PROJECT INSPIRED BY ROUND SQUARE".

In all instances it is ESSENTIAL that you please make clear in the title, in all documentation relating to the service project and in particular in the booking terms for the service project that the school is the host of the project.

CONFERENCES

Round Square operates an application and approval process to appoint host schools to run the annual Round Square International Conference (RSIC) and other Round Square Conferences throughout the world during the course of each year. Schools that make an application to host a conference and are approved by Round Square are required to sign a hosting agreement that sets out minimum standards and assigns responsibility for safe and effective conference management.

Only conferences that are formally approved by Round Square and have hosting agreement in place signed by the Head of School and the Round Square Chairman may be entitled a "ROUND SQUARE CONFERENCE"

Any other conference run by your school whether as part of your Round Square activity or not, whether it is just for you or for others as well should be entitled e.g. "THE <SCHOOL NAME> CONFERENCE" and must not reference Round Square in the title of the conference.

NB: For other in-school events that do not follow a conference model and are internal (i.e. just for students within your school with no students from other schools involved or other external participants) such as a "Round Square Day" or "Round Square Week" it is absolutely fine to continue to use the Round Square branding.

STUDENT EXCHANGES

Round Square Schools are bound by their Candidate or Membership Agreement to adhere to the Student Exchange protocols set out by Round Square in the Exchange Protocols document under schedule 2 of the Agreement.

Schools that self-certify compliance with the Protocols and provide Round Square with the relevant documentation listed in the document can refer to their student exchange activities as “Round Square Exchanges”. Schools that do not comply with the Protocols must not use the Round Square name or branding in association with the exchanges they organise.

COMMUNICATION

In all communication relating to your school’s activities under its Candidacy or Membership with Round Square it is important that a clear distinction is made between communication that comes from Round Square (the organisation) and communication that comes from your school about these activities or from staff within your school that are responsible for co-ordinating these activities.

As a minimum requirement, schools must not use the Round Square logo as a profile picture for any social media platforms or use email addresses that are styled “roundsquare@”. These are the two most common sources of confusion and misinterpretation outside the Round Square community. The email style “rsrep@” is a permitted alternative.

THE ROUND SQUARE HEROES OF DISCOVERY

The Round Square Heroes of Discovery (12 cartoon Superheroes derived from the RS Discovery Framework) are Registered Trademarks both collectively and individually. The Copyright belongs to Round Square.

All Round Square Member and Candidate Schools are licensed to use the characters and materials that make up the Round Square Heroes of Discovery Programme during their Candidacy and/or Membership.

There are three main nomenclature rules relating to the Round Square Heroes of Discovery, all connected to the Registered Trademarks, and designed to protect those Trademarks for the benefit of all RS Schools:

1. When referring to the characters collectively, either “Round Square” or “RS” must always appear in the title, using one of the following: :
    - “The Round Square Heroes of Discovery” OR
    - “The Round Square Heroes” OR
    - “The RS Heroes of Discovery”

2. The individual Round Square Heroes of Discovery character names must remain unchanged and are:
    - Communication Cara
    - Compassionate Carlos
    - Courageous Collette
    - Diversity Dani
    - Inventive Idris
    - Inquisitive Indu
    - Problem-Solving Papri
    - Responsible Rami
    - Self-Aware Simba
    - Sustainability Suki
    - Teamwork Tama
    - Tenacious Tino

3. The Round Square Heroes of Discovery character illustrations, and any other depiction of those characters (e.g. in the form of toys or teaching props), must remain intact in any published or produced materials, including the Round Square logo appearing on the belt of each character. The colours must remain true to the original illustrations. This does not extend to students’ illustrations, but does cover games and classroom resources produced by schools in relation to the Round Square Heroes of Discovery and/ or using their designs.

Child Protection Policy & Procedures

1. General Principle

1.1 Round Square accepts and promotes that in all matters concerning child protection, the welfare and protection of the child is the paramount consideration. It is the policy of Round Square to ensure that the welfare of all young people regardless of gender, ethnic or national origin, sexual orientation, disability, religion or beliefs, race, age or personal characteristics who are involved in Round Square activities is safeguarded by protecting them from physical, sexual and emotional harm.

2. Procedures for recruitment and training of Employees

2.1 As part of Round Square's recruitment procedures, all employees working primarily in England and Wales who will be undertaking regulated activity defined under the Safeguarding of Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012 will be required to undertake an Enhanced with Barred List Disclosure & Barring Service (DBS) check.

2.2 The decision on the type and level of check required for each employee's role will be made by the Chief Executive Officer in consultation with the Safeguarding Officer (Operations Director).

2.3 Round Square will follow UK Government advice on re-checking disclosures but reserves the right to ask any employee to undertake another disclosure at any time. Employees are encouraged to register with the DBS update service.

2.4 Recruitment information will include a statement that a DBS check will be required (where the role in question features regulated activity) and state the level of the check to be undertaken. Prospective employees must give their consent to any checks to be made at any time, but they will normally be made after a conditional offer of appointment.

2.5 No employee should directly supervise or have unaccompanied access to children through Round Square or be given access to student data until all of the necessary checks have been successfully completed. The Operations Director will inform the line manager of the results of a disclosure check upon receipt of the certificate.

2.6 Employees undertaking regulated activity with children are required to disclose all convictions whether spent or not. Anyone convicted of an offence involving abuse or causing harm to any young person will be subject to Round Square's Disciplinary Policy and Procedures and may be prohibited from operating directly for the Charity in any capacity. Other convictions will be assessed on a case by case basis.

2.7 Round Square will not employ anyone in a role for which a DBS Check is required who is found to be on any list of people deemed unsuitable to work with children or vulnerable adults, as appropriate, held by the Disclosure and Barring Service.

2.8 During the recruitment process all people on conditional offer will be asked to demonstrate that they:
- are eligible to work in the United Kingdom;
- can confirm their identity and residency;
- can identify and explain any gaps in their employment history;
- have an opportunity to confidentially confirm any criminal convictions they may have;
- sign to confirm that they do not have any convictions which would make them unsuitable for the role;
- provide names of at least two referees.

2.9 At interview candidates must be asked questions to ascertain their attitudes towards young people and their suitability to work in a youth work setting.

2.10 References must be taken-up in writing to ensure that the candidate is suitable and acceptable for the role and for working with young people.

2.11 All employees must sign Round Square's Deed of Confidentiality.

2.12 All employees will be provided with a copy of Round Square's Child Protection Policy and Safeguarding Code of Behaviour for Adults upon appointment. The information will be re-circulated to all employees annually by the Operations Director.

3. Procedures for employees/ volunteers in the event of a child protection issue arising

3.1 All allegations/suspicions, whether or not the allegations are made against a member of Round Square staff, or an individual from a Member School, are to be treated as strictly confidential and must be referred immediately and directly to the Safeguarding Officer.

3.2 The Safeguarding Officer is the Operations Director.

3.3 No investigation or questioning is to be undertaken as to do so might jeopardise any future enquiry. All allegations/suspicions are to be referred no matter how insignificant they seem to be or when they occur. They will be treated confidentially with the exception that any matter which needs to be referred to the police or statutory agencies will be so referred.

3.4 What happens if you suspect a young person is being abused?

i Ensure that they are moved to a safe place away from immediate harm and that no situation arises which could cause any further concern. At least one other person should be present.

ii Immediately tell the Round Square Safeguarding Officer, who will ensure the young person has access to an appropriate independent adult such as the Police or a social worker as soon as possible.

iii Record the facts as you know them on the day of the incident including:
- the nature of the allegations;
- a description of any injuries;
- the young person's account;
- witnesses, times, dates or other relevant information;
- the young person's name, address and, where possible, information about a parent/guardian and give a copy to the Safeguarding Officer.

iv Do not investigate further, do not share confidential information with others and do not take any further action unless authorised to do so.

v Try to ensure no-one is placed in a position which could cause further compromise.

3.5 What happens if a young person discloses to you abuse by someone else?
- Allow the young person to speak without interruption, accepting what is said.
- Alleviate feelings of guilt and isolation, while passing no judgement.
- Advise that you will try to offer support, but that you must pass on the information.
- Same steps as i-v above as in suspecting a young person is being abused.

3.6 What happens if you receive an allegation about any adult or about yourself?
- Immediately tell the Safeguarding Officer.
- Record the facts as you know them on the day of the incident and give a copy to the Safeguarding Officer.

If any information is received about any suspicious behaviour/circumstances it must be immediately passed to the Safeguarding Officer and treated as strictly confidential within Round Square and dealt with on a need to know basis. This will be passed to the local Police Child Protection Unit or the local Social Services (Local Authority Designated Officer) as soon as it is practical to do so. In the case of the allegation being against a Round Square Trustee or member The Worldwide Management Team, contact the Chief Executive Officer and Chairman in addition to the Safeguarding Officer.

You must refer – you must not investigate.

4. Process for Safeguarding Officer

4.1 On receipt of information in writing, in person or by phone the Safeguarding Officer must contact the Chief Executive Officer to agree the next step. In the UK this is likely to involve contacting the local Police Child Protection Unit or the Social Services Department of the relevant local authority.

4.2 To do so they should:

- Ask for the Duty Officer and indicate that they wish to discuss a Child Protection matter.
- Ask for and note the name of the person with whom they are speaking.
- Discuss (no information is to be filtered or withheld).
- Await advice.
- State intent to advise relevant Round Square Senior Team, other Round Square employees or Trustees where relevant and School where appropriate.
- Ask if anyone else should be informed.
- Contact the Round Square Senior Team and School (as appropriate) and inform them of the situation and the advice given.
- Ensure that the individual concerned is suspended from any Round Square duties involving contact with young people until the situation has been resolved. This is so the situation can be investigated and does not infer the allegations are substantiated. Please see Section 5 below.
- Prepare a confidential file recording all notes, conversations and advice from Police/ Social Services.
- Follow advice from the Police/Social Services. Take no other action unless advised to do so by the Police/Social Services.

5. Policy for supporting employees/ volunteers in the event of an allegation being made

5.1 Any allegation made against an individual may cause them to feel angry, upset, isolated and concerned. The individual is likely to require a great deal of support. Whilst the welfare and protection of the child is paramount, and the individual must be removed from activity involving young people during any investigation (including access to The Round Square Intranet), this must not infer that the allegations against them are true. Strict confidentiality must be maintained.

5.2 The Safeguarding Officer in consultation with the individual and their line manager should agree a plan to support the individual concerned. This could involve personal support as well as providing access to independent counselling and advice.

5.3 The individual may need further support when returning to their duties following the conclusion of any investigation. A plan to achieve this should be agreed before the person returns to their duties.

6. Safeguarding Code of Behaviour for everyone involved in Round Square activities

6.1 Round Square expects all those involved in RS activities working with children and young people to behave in accordance with this policy and the Safeguarding Code of Behaviour for adults set out in a separate policy document. They must also be familiar with the steps to be taken in the event of becoming aware of, suspecting or receiving allegations of abuse.

6.2 For Round Square employees, failure to follow the guidance and code of behaviour will be considered a disciplinary matter and dealt with accordingly.

7. Member Schools

7.1 Round Square Member Schools must have their own Safeguarding and Child Protection Policies and Procedures that must be followed. These arrangements must be checked and confirmed by Round Square as part of the application process to become a member school.

7.2 Each Member Schools shall adopt, and at all times implement and ensure Employees adhere to, a Child Protection Policy that complies with all applicable law and legislation in their territory and reflects good industry practice

7.3 All Member Schools shall ensure that systems are in place to protect the health and safety of students and employees undertaking Round Square inspired activities and that these comply with all applicable local laws and legislation.

7.4 Each Member School shall perform such checks on Employees as it deems appropriate in the context of all applicable law and legislation in their territory and with reference to good industry practice. The Member School shall carefully assess any adverse information received and take a reasonable decision on the basis of that assessment whether to allow such individuals to perform his or her role.

7.5 Given the scope and breadth of Round Square activity, young people may undertake activities in the context of Round Square that are not directly managed or organised by a Round Square School. In such cases, parents and guardians of those under 18 are responsible for ensuring that the activity is safe and properly managed.

8. Child Protection and electronic communication

8.1 The increasing use of electronic communications such as email, text and through the Round Square Intranet provides opportunities for personal contact with young people which would not normally involve other people.

8.2 It is the policy of Round Square that no adult should have access to participants' data including personal information unless this is necessary in order to fulfil tasks associated with specific Round Square Activities and in accordance with the GDPR and Data Protection Act 2018

8.3 All adults involved with Round Square are expected to follow this policy and the Safeguarding Code of Behaviour for adults, which includes:

- Not sharing and connecting with Round Square beneficiaries / activity participants through the use of social media accounts/platforms
- Save all electronic communication with young people. This should be for a period of at least six months or, if a safeguarding or child protection issue is involved, until such times as the issue has been fully resolved.
- Do not permit abusive youth peer activities (e.g. initiation ceremonies, ridiculing, bullying, cyberbullying, sexting, harassment, etc.).
- Do not have any inappropriate physical, verbal or electronic/online contact with others.
- Do not allow themselves to be drawn into reacting to inappropriate attention seeking behaviour.

Please refer to the document itself for full information.

8.4 All allegations of conduct contrary to the Safeguarding Code of Behaviour must be investigated and an action plan to deal with it agreed by the Round Square CEO.

8.5 There may be occasions when a young person submits evidence via an electronic message (either through text or email) that may be inappropriate. If this evidence or message raises safeguarding or bullying and harassment issues adults must share it with a trusted colleague (for child protection issues this must be the Safeguarding Officer) and follow the relevant safeguarding or bullying and harassment policies and procedures.

9. **Arrangements for reviewing this policy**

9.1 This policy will be reviewed on an annual basis and amendments approved by the Trustees.

Safeguarding Code of Behaviour for Adults

1. General Principles

1.1 Round Square is committed to protecting the welfare of young people, as well as protecting volunteers and employees by promoting good practice. All adults involved in Round Square activities should follow this Safeguarding Code of Behaviour in addition to complying with the Child Protection Policy. You must also be familiar with the steps to be taken in the event of becoming aware of, suspecting or receiving allegations of harm or risk of harm to young people (which may include physical, sexual or emotional abuse, or neglect, harassment or bullying).

1.2 As a general rule it **does not make sense to** spend time alone with a minor away from others. Always be publicly open when working with young people, thereby avoiding situations where an Adult and a Student Team Member are completely unobserved. Where any form of manual support is required, this should be provided openly. If a member of the RS Management Team, or a Project, Expedition, or Event Leadership team, finds themselves in a situation where a student member is overly attentive towards them or otherwise behaves inappropriately, they should deal with the matter promptly, but sensitively, in the presence of a second adult. Concerns should be reported to the Safeguarding Officer.

1.3 All board members, volunteers and leaders will be aware of, and abide by, their own school's policy, however they should acquaint themselves with the following points:

2. All adults involved with Round Square activities must at all times:

2.1 treat everyone with respect regardless of race, age, gender, ethnic or national origins, disability, sexual orientation or religion and beliefs;

2.2 act as a good role model of appropriate behaviour;

2.3 ensure at least one other person is present when working with young people or at least be within sight or hearing of others and that at least one other person is present when any student is in the company of local staff or third party providers during any Round Square activity;

2.4 remember that their actions, remarks and gestures can be misinterpreted, no matter how well intentioned;

2.5 provide separate sleeping accommodation for Leaders and participants during Service Projects, Conferences and other residential activities;

2.6 provide access to a suitable adult for participants to talk through any concerns they may have;

2.7 encourage participants to feel comfortable enough to point out attitudes or behaviour they do not like;

2.8 recognise that caution is required when dealing with sensitive issues e.g. bullying, bereavement, abuse;

2.9 not engage with students on social media platforms and comply with the social media policy;

2.10 save all electronic communication with young people. This should be for a period of at least six months or, if a safeguarding or child protection issue is involved, until such times as the issue has been resolved;

2.11 not permit abusive youth peer activities (e.g. initiation ceremonies, ridiculing, bullying, cyber bullying, sexting, harassment, etc.);

2.12 not have any inappropriate physical, verbal or electronic/online contact with others;

2.13 not jump to conclusions about others or show favouritism;

2.14 not allow themselves to be drawn into reacting to inappropriate attention seeking behaviour such as tantrums or crushes;

2.15 not exaggerate or trivialise harassment or child abuse issues;

2.16 not be impaired by substance use (whether alcohol or prescribed or illegal drugs) or by emotional issues;

2.17 report any safeguarding concerns you have about the behaviours of others including other adults to the Safeguarding Officer

Data Protection Policy

1. Scope of this policy

1.1 This policy sets out how Round Square manages its data protection responsibilities towards staff and members of the public.

2. Information covered in this policy

2.1 In accordance the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018 Round Square appreciates the importance of keeping business, personal and sensitive data private and has a commitment to complying with the eight principles.

2.2 **Personal data** means data which relates to a living individual who can be identified:

- from that data; or
- from that data and other information which is in the possession of, or is likely to come into the possession of, the data controller, and includes any expression of opinion about the individual and any indication of the intentions of the data controller or any other person in respect of the individual.

2.3 **Special Category Data** includes data about a person's

- genetics;
- biometrics (where used for ID purposes);
- sex life; or
- sexual orientation.
- racial or ethnic origin;
- political opinions;
- religious or similar beliefs;
- trade-union membership;
- physical or mental health or condition;

there is also a separate category of data relating to criminal convictions.

3. Staff duties

3.1 All Round Square employees and members of the Round Square Board of Trustees are expected to:

- acquaint themselves with, and abide by, the Data Protection Principles;
- read and understand this policy document;
- understand what is meant by 'personal' and 'special category' data, and know how to handle such data;
- contact the Chief Executive if a breach of security is suspected.

4. Fair and Lawful

4.1 Round Square processes personal data fairly and lawfully.

4.2 Round Square only collects personal data when it has legitimate interest as a basis for collecting and using the personal data, such as (but not limited to) supporting membership activity, student participation in RSIS/RSIC, enquiries via the website, bursary applications.

4.3 At the point of the Data Subject submitting the data, Round Square is transparent about how it intends to use the data, and provides individuals with appropriate privacy notices when collecting their personal data.

4.4 Round Square does not use data in ways that have unjustified adverse effects on the individuals concerned and does not do anything unlawful with the data.

4.5 The Round Square Marketing Director conducts data impact assessments in respect of activities that require the collection of personal data directly from individuals at the point of registration for service projects and conferences. These are documented on a spreadsheet and reviewed as part of the event management processes.

4.6 When the Data Subject is being asked for consent, Round Square does not use pre-ticked boxes, or any other type of consent by default. Instead consent requests use clear, plain language that is easy to understand. Round Square makes it easy for data subjects to withdraw their consent if they wish to do so and has procedures in place to ensure their wishes are complied with.

5. Purposes

5.1 Round Square only collects personal/special category data in line with two specified lawful purposes and this data is not further processed in any manner incompatible with those purposes, which are:

- where data processing is necessary for the performance of a contract to which the data subject is party (for web access as a RS Coordinator or Head of a RS Member or Candidate School);

- where the data subject has given consent to the processing of his or her personal data for one or more specific purposes (registration for service project or conference participation).

5.2 Round Square endeavours to be clear about the purpose or purposes for which personal/special category data has been collected at the point of collection from the Data Subject.

- **Membership:** In order to be able to provide schools with adequate support and service, Round Square collects the business contact details of the Head of School and the nominated RS Coordinator. These details are used in the distribution of key messages, updates and notifications strictly relating to their participation in initiatives and activities within the Round Square community. This is done through the Round Square Weekly email newsletter. In addition to this, Round Square sometimes collects the business contact details of other key stakeholders at the school, who have asked to be included in Round Square communication, or whose school has requested that they be included in the distribution of Round Square communications.

- **Online services:** The Round Square website and Intranet collect a variety of personal and special category data to enable the organisation to:
  - ✓ support in accessing the password protected intranet which is private to RS Schools;
  - ✓ respond to online general enquires or enquiries relating to RS Candidacy and Membership;
  - ✓ applications for financial support (bursaries);
  - ✓ cookies to make the Round Square website work more efficiently and provide RS with web analytics;
  - ✓ online feedback/surveys;
  - ✓ competition/prize applications;

A full and comprehensive explanation of our online services is outlined in Round Square's Privacy Policy: https://www.roundsquare.org/legals/privacy/

- **Events and activities:** Round Square runs a number of student events per year, including international service projects, and supports the registration of the Round Square International Conference, meetings and workshops for Heads of School and Round Square Reps, and other professional development opportunities. The data collected by Round Square for this purpose includes name, contact email, gender, date of birth, nationality and medical details to enable the processing of the application or registration. Adult volunteers who are appointed to undertake a role that places them in a position of trust or responsibility in relation to student participants at an event or activity that is organised and managed by Round Square are required to share a DBS certificate or their country's equivalent, including, if appropriate, endorsement by their school.

- **HR & employment:** To enable Round Square to operate effectively, it collects personal data on its employees and consultants covering:
  - ✓ recruitment and selection;
  - ✓ employment records;
  - ✓ monitoring at work;
  - ✓ workers' health.

6. Adequacy

6.1 Personal data collected by Round Square shall be adequate, relevant and not excessive in relation to the purpose or purposes for which it is processed.

6.2 Where special category data is concerned, Round Square recognises that it is particularly important to make sure only the minimum amount of information is collected or retained.

7. Accuracy

7.1 Round Square intends that personal data gathered shall be accurate and, where necessary, kept up-to- date.

7.2 Round Square takes reasonable steps to ensure the accuracy of any personal data relating to the Head of School and the RS Coordinator are kept on file and contact details are regularly updated by the WMT.

7.3 Personal data relating to students engaging in RS activities including, but not limited to, International Service Projects and International Conferences may be verified by parents (and/or) the RS Coordinator.

7.4 All Data Subjects can apply to correct or delete inaccurate information by contacting the Chief Executive or by notifying the WMT via the 'Update my contact details' tool on the RS Intranet.

8. Retention

8.1 Personal data processed for any purpose or purposes by Round Square shall not be kept for longer than is necessary for that purpose or those purposes. Full details are provided in Round Square's Retention Policy.

8.2 Personal data collected in relation to International Service Projects and International Conferences is retained for 10 years for insurance purposes. This information is securely archived and is only accessible by the Chief Executive Officer and the Marketing Director.

8.3 After the data expires it is securely disposed of.

9. Rights

9.1 Round Square recognises that all personal data shall be processed in accordance with the rights of Data Subjects under the GDPR and the Data Protection Act 2018 and that the Data Subject has:

- The right to be informed
- The right of access
- The right to rectification
- The right to erase
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling.

Further information on exercising these rights is provided in Round Square's Online Services Privacy Statement.

10.Security

10.1 Round Square takes all reasonable precautions to keep all personal information as secure as possible. In addition to a rigorously enforced data handling policy, all Round Square staff members are made aware of their obligations to keep the information for authorised use only. Of course, no technology is fail-safe, but Round Square makes every effort to keep its systems up-to-date with the relevant protocols.

10.2 Round Square's website data is stored in London, UK and is backed up every 24 hours.

10.3 If you have any concerns, questions or comments regarding the data held about you by Round Square please contact the Chief Executive via rachael@roundsquare.org

10.4 If you would like to make a formal complaint about Round Square's handling of data you can do so to the Information Commissioner's Office at https://ico.org.uk/make-a-complaint/

11. International

11.1 As a UK based and registered charity, Round Square abides by The UK General Data Protection Regulation (GDPR) and all data collected by Round Square is protected under this law.

11.2 Round Square recognises that it has an obligation to ensure adequacy in the handling of its data when this occurs in non-EEA (European Economic Area) countries. This occurs only in relation to RSIS (Round Square International Service) Projects and to the annual RSIC (Round Square International Conference). In both cases Round Square is the data collector and where data is handled in a foreign jurisdiction, Round Square ensures an adequate level of protection in respect of the personal data as applies within the EEA via the review and signing of a Data Protection Agreement, by ensuring that the data is held and processed in line with The UK General Data Protection Regulation (GDPR), and by ensuring that the data subject has given informed consent for their data to be handled by the data processor in the relevant jurisdiction.

- **RSIS:** When service project participants provide personal information to us (or allow another person to do so on their behalf), we will apply our Privacy Policy in determining how we handle their personal information including how we collect, use and disclose this information. Generally, the type of personal information we collect is needed to facilitate participation in the service project, for example, we may collect details such as the participant's name, date of birth, address, telephone number, email address, passport details, information about their dietary requirements and health issues (if any), and other details relevant to their travel arrangements or required by the relevant travel service providers. During the project, we gain permission to collect photos or videos of the participants which we may post on the project blog, the Round Square website, our social media platforms or include in future marketing materials.

- **RSIC:** Each year, Round Square supports schools that are hosting the Round Square International Conference including management of delegate registration via a platform that is hosted within the Round Square web site. Round Square therefore acts as the data controller and the Host School(s) act(s) as the data processor. This arrangement is covered by a Processing Agreement between Round Square and the Host School(s). The online data collection process complies with The UK General Data Protection Regulation (GDPR). As the data processor, the Host School(s) receive(s) training from Round Square as to how the data must be handled. The data is received and handled in line with Round Square's Privacy Policy, which covers how the data is collected, used and the disclosure of personal information. Generally, the type of personal information collected at the point of registration is the information that is needed to facilitate participation in the conference. For example, Round Square may collect details such as the participant's name, date of birth, telephone number, email address, passport details, information about their dietary requirements and health issues (if any), and other details relevant to the participant's travel arrangements or required by the relevant travel service providers. Permission is sought for Round Square to collect photos or videos of the participant, which may be posted on the Round Square website, social media platforms or included in future marketing materials.

- **Other Events:** From time-to-time Round Square organises other events for students and adults. When participants provide personal information to us (or allow another person to do so on their behalf), we will apply our Privacy Policy in determining how we handle their personal information including how we collect, use and disclose this information. Generally, the type of personal information we collect is needed to facilitate participation in the event, for example, we may collect details such as the participant's name, date of birth, address, telephone number, email address, passport details, information about their dietary requirements and health issues (if any), and other details relevant to their travel arrangements or required by the relevant travel service providers. During the event, we gain permission to collect photos or videos of the participants which we may post on the project blog, the Round Square website, our social media platforms or include in future marketing materials.

12. Brexit and Frozen GDPR

12.1 Following Brexit, GDPR is retained in domestic law, but the UK has the independence to keep the framework under review. The 'UK GDPR' sits alongside an amended version of the DPA 2018.

12.2 Data collected before the end of 2020 about people who were located outside the UK at the end of 2020 is subject to the EU GDPR as it stood on 31 December 2020 (known as the 'frozen GDPR').

12.3 Personal data acquired since 01 January 2021 that is processed on the basis of the Withdrawal Agreement (for example if personal data is processed under a provision of EU law that applies in the UK by virtue of the Withdrawal Agreement) is also subject to the frozen GDPR.

13. Subject Access Request

13.1 Any Subject Access Requests must be directed to Round Square's Chief Executive at rachael@roundsquare.org

14. Training and awareness

14.1 Round Square staff and its board of Trustees have responsibility for ensuring data is collected, stored and handled appropriately. Staff will receive annual training relating to data protection.

15. Data protection lead

15.1 As outlined by the UK General Data Protection Regulation (GDPR), Round Square is not required to appoint a Data Protection Officer, however, we have a nominated data protection lead which is Round Square's Operations Director.

16. Future policy

16.1 Round Square carries out an annual review of its data protection policy and procedures.

Social Media Policy

1. General Principle

1.1. Round Square is committed to making the best use of all available technology and innovation to improve the way we communicate and share information. This includes using all reasonable and cost-effective means to improve the way we communicate, reach out and interact with our various stakeholders.

1.2. 'Social media' is the term given to web-based tools that allow users to interact with each other – by sharing information, opinions, knowledge and interests online. As the name implies, social media involves the building of online communities or networks to encourage participation and engagement.

1.3. These platforms open up many new and exciting opportunities. However, the practical application of such technology by the Round Square community is continually developing and there are many potential issues to consider.

1.4. To avoid major mistakes that could result in reputational, legal and ethical issues, and misuse/abuse of a well-functioning social media relationship, it is important that we manage any potential risks through a common-sense approach as well as proactively monitoring the development of such applications.

1.5. This policy aims to provide the Round Square community (Heads, RS Coordinators, students and permanent and temporary employees) with information concerning the use of, or the development of, any social media application, and to help them get the best out of the tools available whilst maintaining a safe professional environment and protecting themselves, as well as Round Square.

1.6. For the purposes of this policy, social media is defined as any form of interactive online media that allows parties to communicate instantly with each other or to share data in a public form. This includes e-mail, online social forums, website, blogs, apps, video and image sharing websites and similar facilities.

2. Use of Social Media

2.1 Round Square encourages its candidate and member schools to make reasonable and appropriate use of social media websites and applications for their work as it is recognised that it is an important part of how the community communicates.

2.2 Round Square recognizes that candidate and member schools will set up and contribute to social media activities e.g. setting up and writing blogs, managing social media accounts. Where reference is made to RS or its activities, such use should be in accordance with these guidelines.

2.3 In this context, Round Square candidate and member schools must be aware at all times that, whilst contributing to the social media activities, they will in part be representing Round Square. Any RS candidate or member school setting up social media sites that might be associated with RS should use the same safeguards as they would with any other form of communication about RS in the public sphere. These safeguards include:

- obtaining permission from either the Chief Executive or the Marketing Director before embarking on a public campaign related to Round Square that in any way uses social media;
- being aware of data protection legislation, and not posting confidential information about Round Square, students, employees, alumni or partners;
- being mindful of copyright and intellectual property rights of others and Round Square;
- ensuring that the communication has a purpose and a benefit for the school;
- getting a colleague to check the content before it is published;
- never using the Round Square logo in a new context without prior permission from the Chief Executive or the Marketing Director at Round Square.

2.4 Any communication made in a professional capacity through social media must not:

- breach confidentiality;
- be discriminatory, of a bullying nature, harass an organisation or an individual e.g. posting images or making comments that are offensive;
- bring Round Square into disrepute e.g. through making defamatory comments;
- breach copyright e.g. using someone else's images or written content without permission.

3. Guidance

3.1 It's all about the audience and having a conversation. Social media communication is about sharing, discussing and responding. Audiences on social media will vary according to the type of communication or the site. Journalists use social media as a means to identify news stories, so bear this in mind as well.

3.2 Have a plan: Consider your message, audience, goal and have a plan for maintaining your social media communications. Where do your social media communications fit within the broader communications plan?

3.3 Let us know if you're thinking about undertaking social media communications or already have. Knowing what's out there will enable us to leverage it to our full advantage.

3.4 Protect Round Square's reputation and voice: Posts on social media sites should be professional and respectful in tone. What you say will reflect on the reputation both of your school and of Round Square.

3.5 Think twice before posting: The internet is permanent and word spreads fast. If you wouldn't publish it on the website or say it to the media then don't post it.

3.6 State that you are representing your school if posting in an official capacity, or in relation to your work. Your honesty will be noted in a social media environment. Never state that you are representing Round Square unless you have prior permission from the Round Square Chief Executive or the Marketing Director.

3.7 Get the facts straight and review content before posting – check for grammatical and spelling errors.

3.8 Made a mistake? If so admit it, correct it, modify it, be honest about it and your correction.

3.9 Remember that the social media world is all about debate and discussion, we enter into it with that in mind, so think carefully about responding and even whether to respond at all. Be constructive and polite, don't be defensive.

3.10 Be a scout and let us know about anything you think is particularly significant – positive and negative.

3.11 Consider what would motivate your audience to respond positively and share your content with others. Monitor and evaluate which content, or posts, receive the most interactions – enabling you to identify great content for future use.

4. Responding to negativity

4.1. If in any doubt please seek advice about how to respond, particularly if there is a potential significant impact on the Round Square reputation. Please contact either Round Square's Marketing Director or Chief Executive.

5. Personal Social Media Activity - Guidance

5.1 Any personal social media activity (e.g. for your friends and contacts), must not be presented under or in the name of Round Square;

5.2 Remember that even though you are acting in your own personal capacity, you are on show to your friends and anyone else who sees what you write.

5.3 Be mindful of how you represent yourself on social networks as the lines between public and private, personal and professional are becoming increasingly blurred.

5.4 If you identify yourself as working for or being associated with Round Square in a social network, you should ensure that the content associated with you as an identifiable Round Square employee or representative is consistent with your role in the organisation and doesn't compromise Round Square's brand or reputation. Remember you may well be connected to other Round Square members, colleagues, partners or suppliers.

5.5 Don't be seduced by the informality of social media into bringing Round Square into disrepute. Don't criticise your colleagues. Don't reveal confidential Round Square information.

5.6 Round Square devices such as work phones or laptops must not be used for personal social media activity. Equally, no official Round Square social media activity should be done from or stored on personal devices.

6. Round Square Employees

6.1. For Round Square employees, use of Round Square's systems to engage in personal social media activities during working hours is prohibited;

6.2. Blogging or use of social network websites from Round Square's systems may also be subject to monitoring;

6.3. Round Square's Deed of Confidentiality applies to blogging and social networks. As such employees are prohibited from revealing any confidential or proprietary information, trade secrets or any other material covered by Round Square's Deed of Confidentiality when engaged in blogging or use of social network websites.

6.4. Employees shall not engage in any activity that may harm or tarnish the image, reputation and/or goodwill of Round Square and/or any of its employees. This duty of fidelity to the employer is a very strong legal obligation for employees.

6.5. Employees are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments or otherwise engaging in any conduct prohibited by Round Square's Bullying and Harassment Policy.

6.6. Employees may not attribute personal statements, opinions or beliefs to Round Square when engaged in blogging or use of social network websites. If an employee is expressing his or her beliefs and/or opinions in these activities, the employee may not, expressly or implicitly, represent themselves as an employee or representative of Round Square. Employees assume any and all risk associated with these activities.

6.7. Failure to comply with this policy may result in disciplinary action against non-compliant employees

7. Policy Interpretation and review

6.1 In case of doubt as to how to handle an issue or the interpretation of this policy, the Chief Executive should be consulted.

6.2 This policy will be reviewed annually.

Online Services Privacy Statement

About Round Square

www.roundsquare.org is a site operated by Round Square, a charity registered in the United Kingdom. Round Square's Charity Number is 327117 and its Company Number is 02011514. Its registered office is Morgan House, Madeira Walk, Windsor, SL41EP.

Round Square Online Services Privacy Statement

Round Square appreciates the importance of keeping personal information private and protected for its stakeholders.

Round Square adheres to the provisions of the UK and EU General Data Protection Regulations (GDPR) and the Data Protection Act 2018, which gives you control over the information stored about you and how Round Square contacts you.

This statement explains how Round Square achieves these goals and gives details of Round Square's privacy practices including: what information Round Square collects about people using its website and other online services, how the information will be used or disclosed, and rights with respect to Round Square's collection and use of personal data.

Round Square is the owner of the website and is the data controller for the information Round Square collects from you.

What information does Round Square collect and why?

The information is used to provide you with the service you have requested or to answer an enquiry. Round Square may ask you to provide personal information on a voluntary basis in certain areas of its online services. This information will be used for the purposes outlined at the time of collection. In particular, you may be asked to provide the following information:

- **Contacting us:** If you contact Round Square with a general enquiry or about Round Square Membership you will be asked for your name, associated school and contact email to enable Round Square to fulfil the order(s) for services requested. The lawful basis for this processing activity is that the data subject has given consent to the processing of their personal data for one or more specific purposes.

- **Round Square Intranet registration:** Round Square's intranet site is a private space for Round Square Member and Candidate Schools. To help Round Square verify its registered users, and to enable users to fully use all of the online tools provided on the intranet, you will need to provide personal information including: your name, associated school and contact email. You will also be asked to generate a username and password. The lawful basis for this processing activity is that the data processing is necessary for the performance of a contract to which the data subject is party.

- **Registering for Round Square activities (RSIC/RSIS and other events):** Round Square collects information from students and adults engaging with a number of activities including, but not limited to,

International Service Projects and conferences. Students and adults are asked to provide personal information including, name, associated school, contact email, date of birth and passport number. Students and adults are also asked to provide sensitive data (known as special category data) including gender, medical details and dietary requirements. These details are specifically collected to enable the logistics, planning and programming of the conference, service project or other event or activity, including catering, accommodation, and adventure activities. The lawful basis for this processing activity is that the data processing is necessary for the performance of a contract to which the data subject is party.

- **Online feedback/surveys:** If you want to participate in any of Round Square's online surveys or feedback forms you may be asked to provide personal information. The nature of the information may vary depending on the type of survey that is being conducted, but it is likely to include contact information and demographic information. Round Square will use this information to improve its service to you. With your consent, Round Square may use content from these online feedback forms and surveys in its marketing. The lawful basis for this processing activity is that the data subject has given consent to the processing of his or her personal data for one or more specific purposes.

- **Competition information:** If you enter any of Round Square's online competitions you will be asked to provide personal information. The nature of the information may vary depending on the competition, but it will include contact information. Round Square will use this information to inform its competition winners. Round Square may publicise the winners, but will not give enough information to personally identify them to anyone else without explicit permission. The lawful basis for this processing activity is that the data subject has given consent to the processing of their personal data for one or more specific purposes.

- **Applications for financial support:** Each year, Round Square offers a number of bursaries to enable students from Round Square Member schools to participate in Round Square activity (RSIC/RSIS). The nature of the information Round Square asks for in the application process may vary depending upon the application process and requirements of the funds. Usually, it will include general personal information, including contact details (such as your name contact details and school). Round Square may publicise the names of participants who are granted support, but will always ask their permission before doing so. The lawful basis for this processing activity is that the data subject has given consent to the processing of his or her personal data for one or more specific purposes.

- **Keeping in touch:** Round Square maintains an up-to-date database of contact details for its registered users including designated Heads and RS Coordinators of Round Square Schools to ensure that Candidate and Member schools receive all necessary communications including opportunities to engage in Round Square activities and events, useful resources and good practice templates, and information on the activities of other schools in the Round Square network. These are often relayed in Round Square's weekly e-newsletter. The lawful basis for this processing activity is that the data processing is necessary for the performance of a contract to which the data subject is party.

How does Round Square use the information that it collects from its online services?

Round Square only uses data gathered via its online services for the specific purposes outlined above, for example, to respond to your online enquiry or to participate in a Round Square activity. Round Square will only use your information for marketing purposes where you have given your consent for Round Square to do so and in accordance with the Privacy and Electronic Communications Regulations.

Does Round Square disclose information that it collects from these sites to other parties?

Round Square will not provide any information collected from its online services that personally identifies you to any other company or organisation, unless it is required to do so by law, Court Order by the Government or law enforcement authorities, or as described in this Policy Statement.

Data collected specifically relating to your participation in a Round Square activity, including, but not limited to, RSIS or RSIC, may be shared on a need-to-know basis with either the Round Square Member School that is hosting the activity or event, or with a third-party provider that has been commissioned by Round Square to deliver an activity or event, such as a RS service project.

Communication

We use third-party services to enhance our communication with you and improve our services. One of the services we utilize is Mailchimp, provided by The Rocket Science Group LLC, which helps us manage and analyse our email communications with the Round Square network. When you subscribe to our newsletter, opt-in to receive updates or book on to a Round Square programme or project, your email address, your name and job role may be collected by Mailchimp. Additionally, Mailchimp may collect information about your interaction with our emails, such as whether you open them or click on any links.

We use the information collected by Mailchimp to send you updates, newsletters, confirmations and promotional materials related to our products and services. We may also use this information to analyse and improve the effectiveness of our email communications. By subscribing to our newsletter, you consent to the collection and processing of your information by Mailchimp in accordance with their Privacy Policy. You have the right to unsubscribe from our email communications at any time by clicking the "unsubscribe" link in the footer of any email you receive from us. You also have the right to access, correct, or delete any personal information collected by Mailchimp by contacting us directly.

Use of Cookies

Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work more efficiently, as well as to provide information to the owners of the site. Cookies used on the Round Square web site enable Round Square to:

- estimate its audience size and usage pattern;
- measure the use/performance of the site;
- store information about your preferences, and so allow Round Square to customise its site for your individual interests;
- speed up your searches;
- recognise you when you return.

Round Square site cookie: This cookie is used to record if a user has accepted the use of cookies on the Round Square website

Google Analytics: These cookies are used to collect information about how visitors use the web site. Round Square uses the information to compile reports and to help to improve the site. The cookies collect information in an anonymous form, including the number of visitors to the site, where visitors have come to the site from and the pages they visited. To opt-out of being tracked by Google Analytics across all websites visit http://tools.google.com/dlpage/gaoptout

Content Management System cookie: This cookie is set by the Round Square content management system, on a small number of browsers, upon arrival to the Round Square website. It is not used by Round Square for any purpose. This cookie is deleted when a user closes their browser.

YouTube cookies: Round Square embeds videos from YouTube using YouTube's privacy-enhanced mode. This mode may set cookies on your computer once you click on the YouTube video player, but YouTube will not store personally-identifiable cookie information for playbacks of embedded videos using the privacy-enhanced mode. To find out more, please visit YouTube's embedding videos information page.

You may refuse to accept cookies by activating the setting on your browser which allows you to refuse the setting of cookies. However, if you select this setting, you may be unable to access certain parts of the Round Square site. Unless you have adjusted your browser setting so that it will refuse cookies, the Round Square system will issue cookies when you log on to the Round Square site.

Most web browsers allow some control of most cookies through the browser settings. To find out more about cookies, including how to see what cookies have been set, and how to manage and delete them, visit www.allaboutcookies.org

IP address

For the purposes of system administration, Round Square may collect information about your computer, click-stream data (including, where available, your IP address), operating system and browser type. This is statistical data about Round Square's users' browsing actions and patterns, and does not identify any individual.

Links with other websites

The Round Square site may, from time to time, contain links to and from third parties' websites. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that Round Square does not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

Your rights to access personal information

The Data Protection Act 2018 gives you the right to access information held about you. Your right of access can be exercised in accordance with the Data Protection Act 2018. Any access request may be subject to a fee to meet our costs in providing you with details of the information Round Square holds about you.

You have the right to ask for a copy of **personal** data the Round Square holds about you This is **the right to:**

1. ask Round Square to update and correct any out of date or incorrect personal data that Round Square holds about you such as name or email address. This is **the right of rectification**;
2. request that Round Square deletes any personal data held on you that Round Square no longer has any legal reason to retain. This is **the right to erase**;
3. ask Round Square to 'restrict processing of data'; which means that Round Square would secure and retain the data for your benefit but not otherwise use it. This is not an absolute right and only applies in certain circumstances. This is **the right to restrict processing**;
4. ask Round Square to supply you with some of the personal data held about you in a structured, machine-readable format and/or to provide a copy of the data in such a format to another organisation. This is **the right to data portability**;

5. opt out of any marketing communications that Round Square may send you and **the right to object** to Round Square using or holding your personal data if Round Square has no legitimate reason to do so;
6. object to any violation in relation to **automated decision-making and profiling** (making a decision solely by automated means without any human involvement), though Round Square does not undertake any automated decision-making or profiling.

If you wish to exercise any of the above rights, please contact the Round Square Chief Executive on rachael@roundsquare.org

Security

Round Square takes all reasonable safeguards to keep all your personal information as secure as is humanly possible. In addition to a rigorously enforced data handling policy, all members of the Round Square Worldwide Management Team are made aware of their obligations to keep the information for authorised use only. Of course, no technology is fail-safe, but Round Square has made every reasonable effort to keep its systems up-to date-with the relevant protocols.

Round Square's website data is stored in London, UK and is backed up every 24 hours.

Data Retention

Personal data processed for any purpose or purposes by Round Square shall not be kept for longer than is necessary for that purpose or those purposes. Full details are provided in Round Square's retention policy.

Personal data collected in relation to Round Square International Service Projects, Round Square International Conferences, and other events run by Round Square, is retained for 10 years for insurance purposes. This information is securely archived and is only accessible by the Chief Executive and the Operations Director.

Future updates

Any changes Round Square makes to its Privacy Statement in the future will be posted on the Privacy page of the Round Square web site. You should check the statement each time you access the Round Square web site.

Concerns and complaints

If you have any concerns, questions or comments regarding the data held about you by Round Square please contact the Chief Executive via rachael@roundsquare.org

If you would like to make a formal complaint about Round Square's handling of data, you can do so to the Information Commissioner's Office at https://ico.org.uk/make-a-complaint/

Equal Opportunity, Diversity and Inclusion Policy

1. General Principle

1.1. Round Square is committed to promoting international understanding, intercultural respect, human rights, social justice, equity in opportunity and appreciation of diversity at all levels. These themes are hard-wired into the Round Square IDEALS and Discovery Framework, and sit at the core of many of Round Square's programmes and activities.

1.2. Throughout Round Square's principles, practices and programming, we aim to:

- avoid discrimination;
- outlaw harassment or victimisation related to any aspect of social identity or diversity;
- promote equality of opportunity;
- promote positive attitudes to all aspects of social identity and diversity;
- enable participation by disabled people and people representing different aspects of social identity;
- take proportionate action to address the disadvantage faced by particular groups of students.

1.3. Round Square takes a zero-tolerance, no-excuses, approach to discrimination, in all its forms, between participants in all activities and programmes.

2. This Policy

2.1. This policy applies to all aspects of Round Square's relationship with all beneficiaries of the charity, our relationship with employees, and relations between employees at all levels. This includes:

- **with respect to beneficiaries**: process and criteria for approving Candidacy and Membership; accessibility of programme content; access to participation in all programmes and activities (e.g. conferences, RSIS Projects etc); access to professional development opportunities and courses; awarding of bursaries and competition prizes; selection for participation in marketing and promotional opportunities e.g. speaking at events or writing for the RS Website;

- **with respect to employees**: promotion, training and development, placement, transfer, dismissal as well as conditions of service, such as remuneration, grievance and disciplinary procedures, decisions and termination. This policy also applies to job advertisements and recruitment of persons from outside Round Square and the treatment of contract workers.

2.2. Round Square is committed to fostering a diverse, equitable and inclusive workplace, ensuring that all employees and job applicants are treated fairly and with dignity and respect. We do not discriminate against staff or job applicants on the basis of age, disability, gender identity, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (the "protected characteristics").

2.3. All members of the RS Management Team and Board Members have a duty, and therefore pledge, to act in accordance with this policy and treat beneficiaries and colleagues with dignity at all times, both in and out

of the workplace on, for example, work related trips or at events or work-related social functions and not to discriminate against or harass any school staff or students, or other employees, regardless of their status. Your attention is drawn to our separate bullying and harassment policy.

3. What is Discrimination?

3.1. Discrimination is complex and can take many forms. Discrimination may be direct or indirect and it may occur intentionally or unintentionally. Some of the more common types of discrimination are described below:

- Direct discrimination occurs when someone is treated less favourably because of one or more of the protected characteristics. For example, selection of students to participate in a RSIS Project on the basis of gender to meet accommodation quotas might put some applicants at a disadvantage purely on the basis of gender. Such a practice would need to be objectively justified.

- Indirect discrimination occurs when someone is disadvantaged by an unjustified provision, criterion or practice that also puts other people with the same protected characteristic at a particular disadvantage. For example, in the workplace, a requirement to work full time can put women at a particular disadvantage because they generally have greater childcare commitments than men. Such a requirement will need to be objectively justified.

- Harassment related to any of the protected characteristics is also prohibited. Harassment is unwanted conduct that has the purpose or effect of violating someone's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment is dealt with further in our harassment policy.

3.2. Discrimination by or against an employee, a student, or a member of faculty at a school, is strictly prohibited by this policy. Discrimination by or against an employee is generally also prohibited by law unless there is a specific legal exemption.

4. Diversity, Equity and Inclusion in Programmes and Activities

4.1. Equity seeks to eradicate unjustified discrimination on irrelevant grounds and promote human rights and social justice. When we talk about equitable treatment in Round Square, we mean treating people fairly, impartially and without bias. We mean creating conditions in our programming, in the workplace and in wider society which encourage and value diversity, promote dignity and inclusion and a culturally sensitive approach.

4.2. Equity doesn’t mean treating everyone the same, or guaranteeing the same outcome for all. Rather it means affording people the same opportunities and assuring their ability access those opportunities. This involves acknowledging and trying to redress imbalances through a differentiated approach, where necessary and appropriate.

4.3. Our Equal Opportunities Policy originates from the United Kingdom (UK) because we are an organisation with roots and headquarters in the UK. However, it applies globally, wherever local conditions allow. Where practices and legislation are more developed and extensive, we aim to meet these.

4.4. Round Square’s approach to Diversity focuses on creating an environment supported by practices which benefit (1) our schools and their students and teachers, and (2) the organisation and all those who work in

and with it. It takes account of the fact that people, whilst similar in many ways, are also different, and these differences can significantly impact equality of access to opportunities.

4.5. Inclusion within Round Square is an active process that aims to create conditions for (1) our schools and their students and teachers, and (2) the organisation and all those who work in and with it, to fully participate in our programmes and contribute to our work. It is about making people feel welcome and accepted, especially those that are socially excluded, marginalised or under-represented. It is about encouraging participation so that everyone feels valued, respected and involved thereby fostering a sense of belonging. It strengthens cultural relations and supports trust between people in different countries and across the organisation.

4.6. Round Square is committed to:

- promoting the equal opportunities for all groups;
- promoting community cohesion by encouraging the development of mutual respect and good relationships between persons of different racial groups and genders;
- challenging and seeking to eradicate discrimination on any grounds, including those of race, gender, ethnicity, disability, sexual orientation, age, religion or belief, or other protected characteristics as defined in the Equality Act 2010;
- acting quickly to deal with all bullying, including that which is aimed at groups as well as individuals, such as racist bullying;
- giving a high profile to rights and responsibilities by promoting human rights, justice and fairness throughout the Round Square Community and all RS Programming;
- ensuring that all students have a right to equality of access to the best of Round Square's provision; and
- ensuring that there is no restricted access given to some students because of stereotyped views of ability.

5. Recruitment and Employment Decisions

5.1. We aim to ensure that no job applicant suffers discrimination because of any of the protected characteristics. Job selection criteria are regularly reviewed to ensure that they are relevant to the job and are not disproportionate. Shortlisting of applicants should be done by more than one person wherever possible.

5.2. We are required by law to ensure that all employees are entitled to work in the UK. Assumptions about immigration status should not be made based on appearance or apparent nationality. All prospective employees, regardless of nationality, must be able to produce original documents (such as a passport) before employment starts, to satisfy current immigration legislation. The list of acceptable documents is available from the UK Border Agency.

6. Disabled Persons in the workplace

6.1. If you are disabled or become disabled, we encourage you to tell us about your condition so that we can support you as appropriate.

6.2. If you experience difficulties at work because of your disability, you may wish to contact the Chief Executive to discuss any reasonable adjustments that would help overcome or minimise the difficulty. The Chief Executive may wish to consult with you and your medical adviser(s) about possible adjustments. We will

consider the matter carefully and try to accommodate your needs within reason. If we consider a particular adjustment would not be reasonable, we will explain our reasons and try to find an alternative solution where possible.

7. Breaches of this Policy

7.1. If you believe that you may have been discriminated against:

- If you are a student or teacher, you are encouraged to report the matter to your teacher (in the case of students) and/ or Head of School (in the case of teachers) who is then encouraged to raise it directly with Round Square's Chief Executive or Chair of the Board of Trustees.

- If you are an employee, you are encouraged to raise the matter through our grievance procedure. If you believe that you may have been subject to harassment you are encouraged to raise the matter through our harassment policy. If you are uncertain which applies or need advice on how to proceed you should speak to the Chief Executive or Operations Director.

7.2. Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the relevant procedure and, in the event of overlap between procedures, the organisation has the right to decide which procedure to apply in each case.

7.3. Students and Teachers who make such allegations in good faith will not be excluded, victimised, or otherwise treated less favourably as a result. False allegations, which are found to have been made in bad faith may, however, result in that individual being excluded from future Round Square programmes and activities.

7.4. Employees who make such allegations in good faith will not be victimised or treated less favourably as a result. False allegations which are found to have been made in bad faith will, however, be dealt with under our disciplinary procedure.

7.5. Any member of staff who is found to have committed an act of discrimination or harassment will be subject to disciplinary action. Such behaviour may constitute gross misconduct and, as such, may result in summary dismissal. We take a strict approach to serious breaches of this policy.

8. Policy Interpretation and review

8.1 In case of doubt as to how to handle an issue or the interpretation of this policy, the Chief Executive, or Chair of the Board of Trustees, should be consulted.

8.2 This policy will be reviewed annually.

Health and Safety Policy – RS International Service Projects

About Round Square International Service Projects

RSIS Projects bring together students from Round Square Member Schools all over the world to work in truly international teams in support of communities in need. They develop skills for leadership and global citizenship, self-confidence and a deeper understanding of the world's challenges. Their horizons are broadened through working in a multinational team and immersing themselves in a country and culture that is often very different from their own.

1 Risk Assessment

1.1 The planning of any Round Square International Service Project includes a thorough Risk Assessment to identify:

- any and all hazards (anything that has the potential to cause harm);
- any and all risks (the likelihood of harm occurring);
- who is at risk (e.g. Project Leaders, students, local people);
- the likelihood of each hazard occurring (low, medium, high);
- control measures to reduce the risk (ego training, avoiding the hazard);
- outcome if risk of hazard occurring is not reduced (e.g. disruption to Project, injury, fatality).

1.2 It is the responsibility of the Round Square Operations Director to write the Risk Analysis and Risk Assessment along with the Project Leadership team. They will maintain and update the Risk Analysis and Risk Assessments throughout the planning period through to delivery. The documentation is then reviewed each year post- project along with relevant in-country agencies and Project contacts.

1.3 Round Square has an established Risk Assessment template, which contains headings for all activities covered during Projects. These consider environmental, health, travel, activity, political and human factors and each is tailored to the situation in each Project destination.

2 Incident Management on Round Square International Service Projects

2.1 An Emergency Incident Report Plan (EIRP) is drawn up and used in conjunction with the Risk Assessment to outline the plan in case of an incident during the activity. In summary this outlines for each phase:

- nearest medical facilities;
- mode of transport used to get to medical facilities;
- time and distance to medical facilities;
- emergency numbers for RS;
- emergency numbers for in-country agencies;
- embassy contact numbers;
- student passport information;
- other useful organisations.

2.2 Throughout a Round Square International Service project, the Project leader and/or Medical support has an obligation to ensure that a register of any accidents, incidents and near-misses is maintained.

3 Safety on Round Square International Service Projects

3.1 Round Square International Service Projects operate in quite remote areas, and intentionally challenge students to the edge of their comfort zones. It is the nature of such environments that hazards do present themselves, and these are hazards that are not necessarily encountered in the normal home or school environment.

3.2 Round Square is committed to ensuring that all reasonable measures are put into place so that its schools, students, parents, in-country hosts and leaders are assured of a high level of safety throughout each Project. As a policy the organisation is 'risk aware' but not 'risk-averse'. This is achieved by:

- writing, maintaining and reviewing (annually) a written Health and Safety Policy;
- communicating this policy (and associated documents) to RS member schools worldwide;
- reviewing and measuring the success of the Health and Safety Policy both internally and through external inspection;
- promoting a positive culture of health and safety throughout the Round Square activity;
- documenting operational policies and maintaining a Leaders' Manual (updated twice annually, and sent to all Leaders on confirmation of their position);
- documenting a Risk Analysis along with Project overview which is provided to the Board of Trustees to sign off the project destination as suitable for the network;
- publication of the Risk Assessment on the website when the destination is launched for parents and schools to review;
- a Risk Assessment and EIRP for each International Service Project being produced closer to the time of the project (These are compiled by Round Square's Operations Director, the Project Leadership team and in-country managers. They are updated continuously; the Risk Assessment is published on the Round Square website whilst the EIRP is provided on request with sensitive data removed);
- briefings and orientation on arrival in-country by the Leaders and in-country team;
- active engagement leadership team and students of in dynamic risk assessments while on the Project;
- checks on all providers on each Project (tour companies, transport providers etc);
- 24-hour on call emergency service for teams while they are away;
- a selection process for all Leaders (application, interview, qualifications, references, experience) and a minimum ratio of 1 adult to each 8 participants;
- project reviews and reports after the end of each Project;
- comprehensive travel, medical, employer's, public and tour operators' liability insurance;
- in-house safety audits twice annually.

4 Adventure provider safety standards

4.1 Round Square adheres to Health and Safety guidance from the Young Explorers' Trust (UK) which encourages all those providing expeditions for young people:

- to adopt as the primary concern safety measures which embody their duty of care;
- to seek to eliminate the danger of fatalities, disabling injuries, emotional distress and serious illnesses; and
- to reduce minor accidents, injuries and illnesses to a level no higher than might be expected in the everyday life of an active and adventurous young person.

4.2 All Round Square International Service (RSIS) ventures are provided by Round Square and conform via self-assessment to BS 8848:2014.

4.3 BS 8848 provides a rigorous framework for venture providers like Round Square to properly manage risks on venture trips abroad. As with all British Standards, BS8848 is voluntary. However, for a company to claim they comply with it, and for it to be effective in minimising risks, venture providers must fully implement all the measures in the Standard.

5 Quality assurance and reviews of Round Square International Service Projects

5.1 The Chief Executive and Operations Director review all policies pertaining to International Service Projects annually. Using feedback and evaluations from Projects, changes are to policies are proposed as necessary.

5.2 The Operations Director engages in industry meetings and forums to ensure that RS is kept in touch with the latest policies and guidance in the UK, with any necessary training needs identified and addressed.

5.3 Although Round Square is an international organisation, it is registered in the UK and therefore uses the highest level of guidance and best practice available in the UK. Guidance from other countries from around the world will also be considered, and the highest level of safety management will be adopted.

5.4 Any accident, near miss or medical treatment given during Project must be reported to the Operations Director in writing using the accident, medical and near miss templates. These will be held in a safety log for no less than seven years and will be used to ensure that future Projects and policies are updated accordingly.

6 Third party checks

6.1 Project Leaders are required to provide proof of qualifications and a criminal record background check (where available locally), and asked to sign that they have read, understand and agree to abide by the Leaders Manual and Ops Policies. These details will be held in a staff file, which is updated annually.

6.2 In-country Third Party Providers (for example organisations providing any service to the team while in country) must fill in the 3rd Party Provider check-sheet and provide evidence of licences, insurance and relevant operational documentation. Providers will be checked for suitability annually by Project Staff and in-country contacts.

7 Emotional Welfare of students participating in RS activities

7.1 For some young people, the participation in a project or will be difficult emotionally. They may:

- suffer homesickness
- find it difficult to adjust to life around so many people for 24 hours a day
- feel lonely amongst a large group where they don't initially know anyone
- find it hard to adjust to local conditions and customs
- find it hard to challenge themselves and muck in
- find they don't necessarily get on with everyone in the group

7.2 For this reason, it's important to establish a "buddy system" amongst the students so that they can look after each other's welfare. It is also important that students are honest with the adult Leadership Team and feel able to approach them with concerns.

7.3 All students participate in a briefing exercise at the outset of the project, this covers the following:

- Introduction of the Leadership team and their roles
- Sun/Cold protection
- Food
- Personal Hygiene and declaring illness
- Common Illnesses
- Project and worksite safety
- Group ratios
- Child Safety
- Swimming policy
- Communication
- Risk Assessment and Emergency Incident and Response Plan
- Code of Conduct
- Two Leaders to One student Arrival conversations
- Personal and Medical Kit Check

8 Specific Health and Safety considerations on RS International Service Projects

8.1 **Spread of Infections:** In the event of a RSIS Project going ahead during, or in the wake of, a global health crisis, it is likely that RSIS Project participants will be screened on arrival in country by airport officials, and as such are expected to take responsibility for their own decisions if they choose to travel having been to an infected area in the previous few weeks, or if they live in a place where their likelihood to be infected is higher than usual. Students are briefed about basic hygiene, and how to guard against the spread of diseases, on arrival at the project site and are required to self-report to a project leader should they feel unwell during the project. Should a student display symptoms which might be linked to a serious infectious disease, they will be isolated from the rest of the group whilst the project organisers contact the nearest hospital (WHO-affiliated where possible) and take the advice of medical staff

regarding care and quarantining of the individual, and possibly quarantining of the group as a whole. From this point the CIMP procedures will be followed.

8.2 **Control of Substances Hazardous to Health (COSHH):** All Projects involve an element of building work, which may bring team members into contact with hazardous substances. These could include items such as glue, paint, cement dust & chemical cleaners. Project Leaders are required to:

- assess the risks posed by substances;
- decide what precautions are needed;
- prevent or adequately control exposure;
- ensure that control measures are used and maintained;
- monitor the exposure
- carry out appropriate health surveillance
- prepare plans and procedures to deal with accidents, incidents and emergencies
- ensure that all team members are properly informed, trained, equipped and supervised

8.3 **Sun Protection:** Each project must implement sun protection procedures to ensure that Project participants are aware of the risks posed to their health by the sun. It is important on any Project to make full use of available shade when outdoors. It may be necessary to restrict working hours to avoid the sunniest parts of the day. Clear advice should be given on clothing and in particular the wearing of long sleeves and hats. Sun block (at least factor 50) should be available and used whenever appropriate along with sunglasses with polarised lens, to protect the eyes in bright conditions.

8.4 **Water**: There must always be an ample supply of drinking water, which is treated with iodine, put through a filter or bottled (ensure seal on cap is intact before drinking). If students don't like the taste of filtered or treated water, there should be a supply of fruit cordial or tablets to disguise the taste. There should be a recommended daily intake of water (usually 2-4 litres per day) and students should use the buddy system to ensure that this is monitored. Students must NOT share water bottles and each student must have a bottle labelled with their name, which ONLY they use. Students must beware of drinking too much water. The amount taken may vary with the amount of physical labour being undertaken. Students can check if they are drinking enough by checking the colour of their urine – it should be champagne coloured to indicate sufficient hydration. Students must ensure that they have regular bowel movements and be encouraged to approach others if they are feeling unwell.

8.5 **Food**: Food should always be stored and prepared in a clean hygienic environment. Team members must ensure that all pans, plates, cups and utensils are washed before and after use. Use restaurants that have a good reputation, are busy and used by locals and expats alike. Never eat salad, ice-cubes, ice cream or unpeeled fruit even in restaurants. Students must wash their hands in antiseptic soap before eating anything. Students must not cook if they are even slightly unwell as they can easily pass the illness on to others in the team.

8.6 **Allergies** Students with food **allergies** must be particularly careful. The Leadership Team must work with those students both in restaurants and on the Project to ensure that their food is not a threat to their health. Students with allergic reactions must ensure that they have clear and quick access to treatment (e.g. EpiPen) and that the Leadership Team is trained to use it. It is recommended Students with allergies also let the rest of the group know of their condition, and what they can do if a severe allergy occurs, in the absence of the Project Leader or Deputy Leader.

8.7 **Toilets**: Toilets should always be sited away from the accommodation and any water sources and a bowl of water containing disinfectant (regularly changed) should always be available for hand washing and to prevent the transmission of germs.

8.8 **Cleanliness of Hands and Cooking Utensils**: All participants must ensure that they wash their hands thoroughly (ideally with hot soapy water) or use a spirit-based disinfectant, prior to preparing or eating food. All cooking and eating utensils must also be thoroughly cleaned both before and after use (ideally with hot water and soap). As well as attracting germs, dirty crockery/utensils will attract pests.

8.9 **First Aid:** Students must not be allowed unsupervised access to the First Aid equipment. All students should ideally take a FirstAid course and understand the basics of it before the Project. The Project Leader should go over the contents of the First Aid equipment with students in-country, so they are aware of what it contains. The First Aid kit should always include several Casualty Cards for major incidents or hospitalisation. Leadership team should document all items distributed from the First Aid kit. All projects require Project Leaders and Deputy Leaders to hold a current First Aid Certificate. In the case of big build projects, a medical professional (Doctor or Nurse) are requested to join the team.

8.10 **Personal Medicines and Tablets:** All personal medications should be detailed on the student's medical forms. On the first few days in country, the Leadership Team should sit down with each student in confidence to go through their form, making sure it is up to date and includes all current medications. The Project Leader must judge whether to remove all personal medication from students on arrival to control their use or give students the responsibility to take care of themselves. Either way - leaders must be informed if students take any medication (to avoid an accidental overdose) or treat themselves for cut and scrapes. In areas endemic with Malaria, a buddy system must be established to ensure that each person takes their prophylaxis tablet as prescribed. All medical and First Aid events that occur whilst in-country must be logged on individual medical cards. This information may be required by Staff Reps. Parents and Doctors, as appropriate, following the Project. In the case of a RSIS Big Build project

8.11 **Personal Protective Equipment (PPE) and clothing:** Appropriate protective clothing and equipment should always be worn and used when working on Project. Items might include, but are not confined to:

- Heavy boots with ankle support (essential when handling heavy or sharp tools, or heavy items such as bricks) hard hats (essential when anyone is working with someone above them on a ladder or scaffolding)
- Gloves (essential when handling tools, bricks, wood etc)
- Protective goggles (essential when mixing concrete, or breaking stones etc)
- Long-sleeved shirts and trousers (essential for sun protection and to avoid damage from Project materials)
- Dust Masks (essential when handling concrete and mixing materials)
- The importance of Students adhering to the guidelines and not following the examples of local people as they do not necessarily have or wish to use protective clothing or equipment.

8.12 **Working at Height:** Students should only work at height with the express approval of all the leadership team and only up to a height of 1.5 metres. In giving such permission the Leaders should have established what safety measures are to be adopted in these circumstances (such as harnesses, safety rails, supportive team member) and should monitor their implementation. If students must use ladders, this must always be supervised by an adult member of the Leadership Team and the ladder held. For more information on working at height, please visit www.hse.gov.uk/pubns/indg401.pdf

9 Code of conduct

9.1 Students participating on Round Square International Service projects are required to confirm their understanding of, and adhere to, the Round Square code of conduct.
The code of conduct encompasses the following:

- **Sexual Behaviour:** Rules to govern this area are very important, not least for the safety of the young people involved and local cultural laws. If a student breaks the following rules during the period of the Project, then he/she may jeopardise the continuation of his/her role in the Project and it may be decided that the best course of action would be to return the student to his/her school. The on-Call Team (and the support of the Chief Executive) has the power to send away a student from the Project in case of persistent intolerable behaviour. Discussions between the on call and the Project leader will provide key information to this final decision.

- **Drugs**: Possession or use of a narcotic drug is absolutely prohibited whilst engaging in any Round Square activity (including all phases of projects and conferences). Many countries (Thailand for example) have severe punishments for anyone involved or suspected of being involved in drugs. Anyone found breaking this rule will be sent home immediately at his or her own expense.

- **Smoking**: Smoking is prohibited whilst engaging in any Round Square activity (including all phases of projects and conferences). This is because rules differ in each country and it should never be encouraged amongst young people. It also poses safety risks not least because smokers will often go and hide themselves away while having an illicit cigarette and this is unacceptable for safety reasons. Students who smoke must be prepared to forgo cigarettes for the whole duration of the Project; their signing of the application form confirms their agreement of this.

- **Alcohol**: All phases of Round Square International Projects are “alcohol free zones”. There are several reasons for this including: Alcohol consumption by anyone under the age of 18, or 21 in some countries is illegal and Alcohol affects the ability of the brain to perform adequately. This could result in an intoxicated person putting themselves and the safety of the team in jeopardy.

- **Rules:** Students are required to keep to the following RSIS Project rules:
  - Students of opposite sexes may only go out in odd numbers (and in groups of no fewer than 3) and only when given permission to do so by a Member of the Project Leadership Team
  - Boys and girls may not visit each other in their sleeping accommodation, only in public areas;
  - Although it is naïve to expect that relationships won’t develop during the Project, there should be no kissing, hugging or holding hands by males and females of the group. This can potentially lead to some unfortunate cultural misunderstandings and offence;
  - All participants must cover themselves adequately to protect arms and legs;
  - Students and adults should never find themselves alone with each other.

10 Policy Interpretation and review

10.1 In case of doubt as to how to handle an issue or the interpretation of this policy, Round Square’s Operations Director or the Chief Executive should be consulted.

10.2 This policy is reviewed annually.

Health and Safety Policy – Round Square Conferences

About Round Square Conferences

Students in all RS schools have the chance at various ages to attend conferences and events at regional and international levels. Round Square Conference programmes offer a combination of guest speakers, group discussions, workshops, cultural visits, community service and adventure activities. They provide outstanding personal development opportunities, enhancing social and leadership skills, broadening intercultural understanding and forging lifelong friendships

This section of Round Square's Health and Safety Policy is designed to inform Conference Host Schools of their responsibilities for the Health and Safety of delegates, as is required by the minimum standards set by Round Square. For more information see the Round Square Conference Hosting Agreement.

1. Conference Hosting and Management

1.1. Round Square Conferences are hosted by Round Square Member Schools that have been approved as Conference hosts by Round Square.

1.2. Following a formal application procedure, Schools that are successfully appointed to host a Round Square Conference are required to agree and sign a Hosting Agreement between the school and Round Square which assigns responsibilities including those relating to:

- risk assessment and risk management;
- registration with appropriate collection and dissemination of delegates' medical information;
- health, safety and welfare of delegates during the conference;
- child protection and safeguarding.

1.3. The Round Square Conference Hosting Agreement and associated guidance documents are designed to ensure, as far as can reasonably be expected, that the host school is appropriately and responsibly providing for the safety and welfare of participants.

1.4. Conference Host Schools should refer to Round Square's Health and Safety Policy as a whole as well as to resources that can be found on the Round Square Web Site for examples of good practice policies, processes and procedures in relation to Round Square activities.

2 Risk Assessment

2.1 The planning of any Round Square International Conference must include a thorough Risk Assessment drawn up by the host school and regularly updated during the planning process. This should identify:

- any and all hazards (anything that has the potential to cause harm);
- any and all risks (the likelihood of harm occurring);
- who is at risk (e.g. school staff, conference delegates);
- the likelihood of each hazard occurring (low, medium, high);

- control measures to reduce the risk (ego training, avoiding the hazard);
- outcome if risk of hazard occurring is not reduced (e.g. disruption to Project, injury, fatality).

2.2 Whilst the Round Square Chief Executive will provide guidance on the process of drawing up a Risk Assessment, it is the responsibility of the Host School to produce, review and update the RA, and implement strategies identified in the Risk Assessment for minimising and managing risks.

2.3 Risk Assessments produced by host Schools in respect of Round Square Conferences must include sections on environmental, health, travel, activity, political and human factors, and each section should be tailored to the context, legal framework, cultural and environmental circumstances of the Conference destination.

3 Responsibilities of the Conference Host School in respect of Health and Safety

3.2 The Conference Host School shall ensure the highest standards of health, safety and child protection reasonably to be expected in relation to a conference involving the planned itinerary of the Conference and reasonably foreseeable eventualities in relation to the Conference. These standards shall be in accordance with the Schools' obligations in this respect in the Round Square Membership Agreement. Such standards shall be at least the same standards as the Schools apply in relation to their own students in relation to extra-curricular courses and conferences.

3.3 The School shall ensure, liaising as appropriate with Round Square and delegate schools, that appropriate arrangements are in place and properly implemented for: the registration of Individual delegates; their safe and secure travel to and from the Conference from arrival in until departure from the country in which it is held; and safe and secure accommodation and activity for Individual Attendees for the full duration of the Conference.

4 Critical Incident Management at Round Square International Conferences

4.1 A Critical Incident Management Plan (CIMP) should be drawn up and used in conjunction with the Host School's Risk Assessment to outline the plan in case of an incident during a planned Conference activity. This should cover:

- nearest medical facilities
- mode of transport used to get to medical facilities
- time and distance to medical facilities
- emergency numbers for RS
- emergency numbers for in-country agencies
- embassy contact numbers
- student passport information
- other useful organisations

5 Policy Interpretation and review

5.1 In case of doubt as to how to handle an issue or the interpretation of this policy, Round Square's Operations Director or the Chief Executive should be consulted.

5.2 This policy is reviewed annually.

Health and Safety Policy – Round Square Activities & Events

About Round Square Activities and Events

From time to time, Students and Teachers in RS schools have the opportunity to participate in ac-hoc or one-off activities or events organised by Round Square that are not Conferences or International Service Projects. These activities and events are organised and managed by Round Square, and the RS Worldwide Management Team are responsible for the Health and Safety arrangements for participants.

1 Risk Assessment

2.1 The planning of any Round Square Event or Activity must include a Risk Assessment drawn up by the Round Square and regularly updated during the planning process. This should identify:

- any and all hazards (anything that has the potential to cause harm);
- any and all risks (the likelihood of harm occurring);
- who is at risk (e.g. school staff, conference delegates);
- the likelihood of each hazard occurring (low, medium, high);
- control measures to reduce the risk (ego training, avoiding the hazard);
- outcome if risk of hazard occurring is not reduced (e.g. disruption to Project, injury, fatality).

2.2 It is the responsibility of the Round Square Operations Director to write the Risk Assessment along with the event/ activity organising team. They will maintain and update the Risk Assessments throughout the planning period through to delivery. They will work closely with any venues or third party providers to procure additional Risk Assessments as appropriate.

2.3 Round Square has an established Risk Assessment template, which contains headings for all activities covered during Events and activities. These consider transport, accommodation, mental and physical safety, health and wellbeing, and additional categories determined by the nature of the event, and each is tailored to the event or activity.

3 Round Square's responsibility in respect of Health and Safety

3.1 Round Square shall ensure the highest standards of health, safety and child protection reasonably to be expected in relation to an event or activity involving the planned itinerary of the event or activity in question, and reasonably foreseeable eventualities in relation to the event or activity.

3.2 Round Square shall ensure that appropriate arrangements are in place and properly implemented for: the registration of Individual delegates; their safe and secure travel to and from the event or activity, from arrival in, until departure from, the country in which it is held; and safe and secure accommodation and activity for Individual Attendees for the full duration of the event or activity.

4 Critical Incident Management during Round Square Events and Activities

4.1 A Critical Incident Management Plan (CIMP) should be drawn up and used in conjunction with the Risk Assessment to outline the plan in case of an incident during a Round Square Hosted Event or Activity. This should cover:

- nearest medical facilities
- mode of transport used to get to medical facilities
- time and distance to medical facilities
- emergency numbers for RS
- emergency numbers for in-country agencies
- embassy contact numbers
- student passport information
- other useful organisations

3 Policy Interpretation and review

3.2 In case of doubt as to how to handle an issue or the interpretation of this policy, Round Square's Operations Director or the Chief Executive should be consulted.

3.3 This policy is reviewed annually.