

Safeguarding students staying with Host Families

At **St. George's School of English**, we are committed to providing a caring, friendly and safe accommodation in Host Families where they can enjoy experiencing English culture and a 'Home Away from Home'. All students should feel welcome and able to join in the day to day family life (i.e. talking to the parents, children, eating together, showing care in their culture, programme, learning, providing sufficient food, comfortable sleeping arrangements in their own bed and an allocated private space etc.). Where students feel unsafe or uncared for such behaviour is brought to our attention, prompt and effective action will be taken. Anyone observing any signs of student's dissatisfaction or concern should alert a member of staff immediately.

Where a school selects people for children to stay with and who are paid to take care of those pupils, under the law in England, this is regulated activity under the 'Safeguarding Vulnerable Groups Act 2006' and could be described as "private fostering". All the adults in the household will be vetted by the Disclosure and Barring Agency.

Where a company provides hosts for the school and payment is made, that arrangement is also deemed "private fostering" by the 'Safeguarding Vulnerable Groups Act 2006' and the third-party company is responsible for undertaking checks and demonstrating that they have done so.

Where the parents make the arrangements themselves, this will be a private matter between the child's parents and the host parents and in these circumstances the school will not be the regulated activity provider and therefore not responsible for the safeguarding, however will assume a limited indirect responsibility. Where school has not been involved in making the arrangement but a member of staff or volunteer at a school or college becomes aware that a pupil may be in a private fostering arrangement and is being mistreated or 'wronged', where a child under the age of 16 (or 18 if disabled) is provided with care and accommodation by someone to whom they are not related in that person's home, the school will raise this in the first instance with the designated senior person for child protection. The school will notify the local authority of the circumstances, and the local authority will check that the arrangement is suitable and safe for the child.

Objectives of this Policy

- Clear understanding by all supervisors, teaching, non-teaching staff, students, parents, agents of what safeguarding is and what to do if breach of the policy arises
- St. George's ensures that they look carefully at all the potential safeguarding issues and make arrangements that keep young people safe.
- Excellent planning and liaison with the external partner such an agent/ parent of the child or a guardian or the student themselves (if over 16).
- Clear written expectations and boundaries are recorded.
- Ensuring that students can urgently contact a member of staff from the school (and their leader if applicable) should that be necessary.
- Ensuring appropriate and safe sleeping and eating arrangements
- Ensuring appropriate and timely actions in cases where the student should become unwell during his language stay with the host family.

Key stages of the policy:

- A draft agreement and clear requirements needs to be drawn up and 'discussed in writing to keep the record' with the partner institution, parent, agent or whoever is responsible for collating all

necessary information for the booking.

- Before any agreement for the accommodation of students is finalised, a home visit to the proposed host family must be undertaken. Inspection of host families to be done annually by a trained member of staff and all findings and notes recorded on the system.
- All confidential information about inspections to be kept confidential and only authorised staff to have access to such information.
- Any special medical, dietary, behavioural, learning and other requirements to be clearly defined with as much as detail as possible and in writing.
- Host families provide full personal details of any adult living in the family so that the school can carry out an enhanced DBS with barred list check. All findings must be recorded on the system and updated regularly.
- A Host Family address, contact and a brief family summary is to be provided to the agent/parent/guardian responsible for the child
- Any raised concerns about any student and their family are recorded and appropriate action is taken.
- Students travelling to England must ensure and be advised that they have adequate travel and health insurance for the complete period of the programme.

The following steps must be taken when dealing with concerns, complaints and incidents:

- If breach of care is suspected or reported, the incident will be dealt with immediately by the member of staff responsible for accommodation (Accommodation Officer, Office Manager)
- A clear and precise account of the incident or a complaint will be recorded and given to the Office Manager or the Director
- The Accommodation Officer will interview all concerned and will record the incident
- Leader, parent or agent responsible for the student will be informed and involved in the process of interviewing and recording of the incident details
- All necessary parties will be kept informed
- Punitive measures will be used as appropriate and in consultation with all parties concerned
- If necessary and appropriate, police will be consulted

Students who have been dissatisfied or 'wronged' will be supported by:

- Offering an immediate opportunity to discuss the experience with the leader, supervisor, appropriate member of staff
- Reassuring the student
- Discussing a solution and carrying out the action to deliver the agreed solution
- Offering continuous support
- Restoring self-esteem, positive experience and confidence

Students who have been dissatisfied or 'wronged' will be helped by:

- Discussing what happened
- Discovering the extent of 'dissatisfaction' or 'wrong doing'
- Establishing the wrong doing and the need to change
- Informing agents, parents, guardians
- Contacting the Host Family to help change the attitude and behaviour or informing them of the change of family for the student
- Taking appropriate action to 'feedback' to the family
- Taking appropriate corrective measure to avoid the same situation in the future

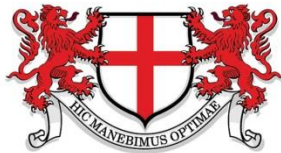
The following corrective steps can be taken:

- The initial meeting with the student and their leader, agent, parent or a guardian and a member of staff
- All proceedings to be recorded and a solution to be discussed and agreed upon with the appropriate adult
- Corrective action to be taken (ranging from a discussion with the family about an adjustment to moving a student to a different family if required)
- Carrying out the action and recording the proceedings
- Recording the incident on the system
- Removing family from the register of active host families (after a repeated negative feedback, or downgrading family to a different 'quality category')

KEEP WRITTEN RECORD OF ALL COMMUNICATION AND ACTIONS TAKEN

At all stages, Group Leaders, Accommodation Officer, Office Manager and/or Director should be involved. Parents will be informed of what action is being taken and what has happened in writing.

Maintain confidentiality on a need to know basis only



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