



## POLICY DOCUMENT

### HOW WE SELECT HOMESTAY FAMILIES HOSTING STUDENTS AGED UNDER 18 YEARS

#### Stage 1

On receipt of an application form from a potential homestay family, a visit will be arranged. The Accommodation & Welfare Officer will make this initial visit. The accommodation will be inspected and in-depth information is given to the family.

The family will be required to provide, read and/or complete the following:

- **Proof of identity** e.g. passport, driving licence
- **\*References** – two references are required for each member of the family registered as a carer. Both referees must have known the applicant for a minimum of 5 years and not be related to them.
- **DBS checks** - If the family is applying to take students aged under 18 years old, all members of the family aged 18+ will be asked to apply for an Enhanced Disclosure check by the government's Disclosure and Barring Service (DBS) . The cost is shared between the school and the family members. DBS checks are renewed every 3 years.
- **\*Declaration of suitability.** This is to confirm that the person is suitable to provide accommodation for children. The person agrees to have their records checked by the Local Government Child Protection Unit – one check for every family member aged 16 plus. This declaration is also for any person who may be asked to provide care for short periods, including baby sitters, grand-parents etc.
- **Gas Safety:** a service record/checklist from the Gas engineer will be required every year. The school will keep a copy of this on file.
- **Fire risk assessment** guidance is given to all homestay families and they are asked to complete a Fire Risk Assessment. This is a working document and should be kept and updated every year by the homestay.
- **Private Fostering** information - if a student under 16 years is placed in a family for 28 days or more the school is required by law to inform the Local Children's Safeguarding Board (LSCB)
- **Safeguarding training** – the main carer of each homestay is required to complete the Basic Safeguarding Awareness training online. The school will keep a copy of the certificate on file.
- **\*Host family responsibilities** – This form is to confirm that the homestay has understood their responsibilities and commitments and that all the above forms have been completed. It is signed by the main carer.

*\*These forms to be completed, signed and returned to the Accommodation & Welfare Officer.*

## **Stage 2**

References will be followed up.

An application will be made to the **Local Authority Child Protection Unit** to arrange for checks.

## **Stage 3**

A second visit by one of the school's Designated Safeguarding Leads (DSL) will be arranged to meet **all** members of the family. During this visit the DSL will see the original documents required by the DBS, and will complete these forms and any other outstanding documents.

## **Stage 4**

Once notification of the Enhanced Disclosure from the DBS has been received and it shows a clean record, the family will be registered by the school.

*If there is a query on the Enhanced Disclosure, a DSL will ask the prospective host family member to come into the school and bring their original DBS certificate for the school DSL to view. Any disclosures will be discussed at this meeting. A risk assessment will then be completed by the school and a decision will be made on the person's suitability to host young foreign students. The LSCB may be asked for advice.*

All members of the family who have had DBS checks completed on behalf of the school must inform the school of any future changes to this record. All host family DBS checks will be renewed every 3 years.

All host families are reviewed every two years. However, if there are any problems, a visit will be arranged immediately.

DB March 2023