

Old Buckenham Hall School



Safeguarding

Occasional Host Family and Guardian Boarding Policy

(Policy and Practice for Lodging Pupils)

Aug 2013



Policy and Practice for Lodging Pupils

Old Buckenham Hall School is committed to safeguarding children and young people and expects all staff, host families and volunteers to share this commitment.

Host Family Boarding Statement

Old Buckenham Hall School is a long established independent school in Suffolk.

When necessary, international boarders will be placed by the school with carefully chosen host families, overseen by the school and live as members of those families during some exeat.

The school will constantly support international pupils during term time.

The Aims and Objectives are to:

- Ensure that the international boarders settle in as quickly as possible in school and with his or her host family
- Ensure that the guardian, the host family and the school are aware of their duties and responsibilities
- Ensure that the pupil, parents, guardians and host families are familiar with relevant school policies and follow them
- Have procedures to monitor the progress of international pupils socially and academically and address promptly any issues that might arise

The Host Family is expected to:

- Provide all the necessary documentation especially but not restricted to those relating to DBS checks in order to safeguard the welfare of the international boarder.
- Provide a safe and secure environment.
- Integrate the international pupil as one of the family, explaining the rules and safety measures of the house, whilst respecting a right to privacy on both sides.
- Provide a comfortable, clean, ventilated bathroom and bedroom with bed, desk, storage facilities, heating and lighting.
- Provide bed linen which are laundered regularly and washing facilities for personal items.
- Provide breakfast, lunch and dinner during weekends.
- Liaise with the school immediately if concerned about the international pupil's welfare.
- Respect the cultural, religious, medical or dietary requirements of the international pupil.

Duties and responsibilities of the host family are detailed more extensively at the end of this policy

The school is expected to:

- Vet and select host families in accordance with the guidelines set by Old Buckenham Hall School and the ISland monitor them all through the international boarders stay.
- Ensure that international pupils study and live in a secure and safe environment by, for example but not restricted to, making sure that all proper checks such as DBS checks are carried out by the school before the pupil is placed in the host family, that the pupil is aware of fire procedures both at school and in the host family.
- Help the pupil to settle initially and liaise with all the relevant people and support him or her all through his or her time at Old Buckenham Hall School.
- Be aware of the pupil's cultural, religious, medical, language and personal requirements and inform the people in contact with the pupil so they act accordingly.
- Monitor the pupil's progress academically and socially with all the relevant people and if any concern arises to liaise with the relevant person(s) or take the necessary action as the case may be.
- Act as a go between with all the persons, staff, parents, guardians, host family and pupil to safeguard the well-being of the pupil.
- Arrange and supervise the medical care of the pupil.
- Be aware of child protection issues and procedures and in case of concern report them immediately to the Head of Pastoral Care.
- Be aware of the school policies as they affect the international pupil.
- Keep satisfactory records for/of the international boarders and host families.

Duties and responsibilities of the school are detailed more extensively at the end of this policy

The international pupil's parents and or guardian are expected to:

- Choose a suitable guardian in accordance with the guidelines set by the school. Should the school refuse the guardian chosen by the pupil's family; the school will have to replace him or her immediately. The school is under no circumstances in a position to recommend a guardian.
- Let the school know of any specific medical, cultural, religious and personal requirements so that required arrangement can be made with the school and the host family.
- Have personal insurance for his or her personal effects.
- Treat the host family with consideration, respect and courtesy and abide by family rules at all times.
- Abide by the school rules and policies, especially regarding smoking, alcohol, drugs and sex.
- Inform the host family well in advance of weekends away or overnight stay with friends if applicable.

Duties and responsibilities of international boarding families are detailed more extensively at the end of this policy.

The guardian is expected to:

- Act in loco parentis during all the holidays, half terms and official exets while the international pupil is in England.

- Make all the travel arrangements at the start and end of term, at half term and official exeats.
- Look after the International pupil in case of serious and prolonged illness and arrange nursing care if needed.
- Make all the necessary arrangement if the international pupil is suspended or expelled from school.

For any medical matters,the host family and/or guardian should refer to the school nurse.

However the international boarder’s parents or guardian will:

- Fill Old Buckenham Hall Schoolconfidential medical record, before he or she commences at the school.
- Register with the school doctor in the first weeks of term.
- Have a health care plan put in place by the School Nurse if the international boarder suffers a chronic condition
- Be cared for by the School Nurse if the boardersuffers from minor illness during school hours.
- Be cared for by the host family if the international boarder suffers from minor illness during term times and outside school hours.
- Be cared for by the parents or guardian if outside term times or for a prolonged illness.

Detailed Duties of the host family, the school, the pupil and the parents/guardian:

Detailed duties of the host family:

- Provide promptly all the information the school requires to assess the international boarder's accommodation (DBS documents for any person over 16 living regularly in the house or flat, two references,), allow the Home Boarding Coordinator regular access to their property if adequate notice is given, disclose any information deemed relevant to safeguard the international boarder (for example but not limited to, informing the Home Boarding Coordinator of any new person over 16 coming regularly to the house or flat).
- Explain to the new international boarder the rules of the house and ensure they comply.
- Provide a safe and secure environment, safe from danger and access by unauthorized persons.
- Explain the house or flat security measures, the fire procedure in case of fire and give the international boarder a key to the property **if appropriate.**
- Offer the international boarder a secure place to keep valuables.
- Check at least every 6 months the batteries of the smoke detectors.
- Make sure that every night there is a responsible adult at home.
- Integrate the international boarder as one of the family, whilst respecting the international boarder’s right to privacy.
- Act in loco parentis during monitor international boarder's movements during the exeat. Support the international boarder academically and socially, supervise visitors and respond as necessary in the case of ill health and accidents.
- Liaise with the school immediately if concerned about theinternational boarder.
- Provide a comfortable room with bed, desk, heating, lighting and storage facilities.
- Provide adequate and private bathroom facilities

- Arrange for the international boarder's room to be regularly cleaned.
- Provide clean bed linen
- Adhere to Old Buckenham School rules relating to smoking, alcohol, drugs and sex and implement them.
- Respect the special cultural, religious, medical, personal or dietary requirements of the international boarder.

Detailed duties of the school:

- Process the application of international boarder fairly and objectively in accordance with the guidelines set by Old Buckenham Hall School and the School Admission Policy and Procedure.
- Vet and select potential host families in accordance with the guidelines set by Old Buckenham Hall School and record findings on the host family register.
- Place the international boarder with the best suited host family to the best of the school's knowledge.
- Ensure that all proper checks such as DBS checks are carried out by the School.
- Ensure that the host family is aware of their duties and responsibilities and is available to answer any questions or issues they may have relating to them.
- Conduct an induction session with the international boarder to introduce him or her to the key members of staff, to inform him or her of the appropriate channels of communications for guidance, support, concerns and complaints, to inform of the relevant school policies, rules and procedures.
- Help the international boarder to settle initially and liaise with all the relevant people (Head of School, Form teacher, School Nurse, Counsellor)
- Be aware of the international boarder's medical, cultural, religious, language and personal requirements and inform the people in contact with the pupil so they act accordingly.
- Monitor the host family during the stay of the international boarder by each term visiting the house or the flat.
- Monitor the international boarder's progress academically and socially with the relevant people and if any concern arises liaise with the relevant person or take the necessary action as the case may be.
- Keep the parents and the guardian informed of any concern the school or the host family may have about the international boarder.
- Act as a go between with all the persons, staff, parents, guardian, host family and international boarder to safeguard the well-being of the international boarder.
- Arrange and supervise the medical care of the international boarder in consultation with the school nurse.
- Meet with the international boarder regularly to see if he or she is settled, coping with the work and identify any concern, stress or problems at school or with the host family and keep a record of these conversations.
- Be aware of child protection issues and procedures and in case of concern report them immediately to the Head of Pastoral Care. Be aware of the school policies as they affect the international boarder.
- Keep satisfactory records for the international boarders and host families.

Detailed duties of the parents or guardian of the international boarder:

- Fill in the confidential Medical Record before he or she commences at the school.
- Inform the House parents prior to his or her arrival, of his or her travel arrangements.
- Provide a suitable guardian in accordance with the guidelines set by the school. The School reserves the right to refuse the guardian chosen by the parents. The parents will have to replace him or her straight away. The school is under no circumstances in a position to recommend a guardian. Full contact details of the international boarder's guardian should be given to the school before the international boarder starts at Old Buckenham Hall School.
- Let the school know of any specific medical, cultural and religious requirement so that arrangement can be made with the school and the host family.
- Attend all the required medical assessments by the School Nurse if requested.
- Have a personal insurance for his or her personal effects.
- To treat the host family with respect and courtesy and to abide by family rules at all times. These include consideration for others with regard to the playing of music, using computers and telephone, watching of television and use of kitchen and bathroom facilities
- To abide by the school rules and policies especially regarding smoking, alcohol, drugs, and sex.
- To inform the House parents concerned well in advance, of weekends or stays overnight with friends so that they can check out the details with the family making the invitation, agree times of return and travel arrangements and give a contact telephone number.

The following policy is available on the school website for the host families and international boarders' parents to read and follow:

- Safeguarding at OBH-Key Policy

Monitoring & Review

This policy will be monitored by House Parents and the Boarding Team.

Policy written August 25 th 2013	Review date August 2014
Signed off by Governing body	Date:

Mrs Julia Campbell
Deputy Head
Old Buckenham Hall School
25th August 2013