



Homestay Host Selection and Student Placement Policy

Criteria for selecting host families

Before we appoint a family to host our students, we consider the following factors:

- 1 Will they satisfy all the stipulations regarding DBS checks, gas and fire safety checks and all the other checks we ask them to undergo as part of the registration process?
- 2 Will they provide suitable food for our students?
- 3 Will they sign up to our Code of Practice for homestay hosts?
- 4 Will they provide a warm and welcoming atmosphere as well as suitable physical surroundings to host our students?

Application and references

Normally prospective hosts will need to complete an application form prior to being accepted as a host. We will ask prospective hosts to provide us with two references. References will ask if the referee knows of any reason why the prospective host should not host students under the age of 18.

Host visits and registering

Homestay hosts are recruited by a variety of means including word of mouth, adverts in shops and libraries, newspaper advertising and leaflet drops. All Homestay hosts are visited prior to being allocated students and prior to being accepted as a host for Centre of English Studies. Visits are undertaken by the accommodation officers or experienced CES representatives who are hosting or who have hosted students in the past. During this visit, the CES representative will take a registration pack with them and go through this pack with the host. The representative will also leave the prospective host the Homestay Information Pack.

Having viewed the student accommodation and shared areas (ie bathroom, living room and kitchen), the CES representative will go through a questionnaire with the family to establish preferences such as age/gender of potential student(s) and also to note whether they have children, pets and if they are prepared to cook vegetarian meals etc. Hobbies and interests are also taken into account.

A write-up describing the homestay is prepared by the Accommodation Officer(s) and entered into our computer system (Class) and this write up is sent to the student / agent by the registrar when accommodation is booked.

The main factors hosts are assessed on are as follows:

- hospitality and welcome/general attitude
- quality of accommodation
- cleanliness

At the end of the visit, families are asked to complete a Declaration Pack

All student feedback is carefully monitored and entered into the host's individual record on our database, as are any verbal comments. If necessary, families who are considered to be unsuitable are rendered inactive (with the relevant notes in Class) and will not be used in the future.

Hosts are asked to re-register on an annual basis and to complete and return the Child Act Declaration and Code of Practice every November / December. Hosts are revisited every two years. The main carer in every host taking students under the age of 18 is DBS checked as are all persons aged 18 years or older who live in the house.

Dietary guide

Hosts are sent a guide explaining our expectations in terms of the food they should provide for our students. We stress that it is of the utmost importance that they provide food which is of high quality,

good nutritional value, and sufficient in quantity. We ask that the following is provided as a minimum (the following is a reproduction of the dietary guide that is sent to hosts)

Breakfast

Breakfast should consist a selection of the following; toast with a spread, cereal, fruit, yogurt, juice, tea/coffee.

Lunch

Lunch should consist of a selection of the following; sandwiches, wraps, baguette, salad, a piece of fruit, yogurt, snack bar and a drink.

Sandwiches must consist of; fresh bread, salad, spread, sliced meat, cheese, tuna, egg or vegetarian option if requested. You should provide two rounds of sandwiches (i.e. 4 slices of bread). A packed lunch should be provided on the day of departure.

Butter of suitable spread should be used on bread, (e.g. low fat). Please check this with your students

Packed lunches during hot weather

Please make sure packed lunches during hot weather are suitable for the conditions, refrigeration facilities are not available at the school. We suggest you use small gel freezer packs to keep any perishable items fresh.

Dinner

Dinner must consist of; good quality meat, fish or a vegetarian option if requested. A minimum of; two fresh vegetables, plus rice, pasta and/or potatoes, or a healthy equivalent.

Dinner should be followed by a dessert of fruit or a yogurt. Squash or water must also be provided.

During colder months a hot dinner is preferable, please do not serve convenience food.

Please remember, you can ask your students what they do/don't like, this will save time, money and wastage of food. If you sent your loved one's away to stay with a family, you would want them looked after and provided decent meals.

Homestay host Code of Practice

All hosts must sign up to the CES Code of Practice (reproduced below)

I / we /agree to abide by the Centre of English Studies Terms for Placements (see reverse of sheet) and the conditions laid out below for providers of homestay accommodation for English Language students, namely:

- To encourage the student to speak English as much as possible in your home
- To be aware of child protection and safeguarding issues as outlined in CES documents
- To read the CES document 'Host family guidance on supervision for students under the age of 18'
- To follow the CES Code of Conduct
- To be aware of CES school rules, particularly in relation to junior students, their welfare and curfew times
- To encourage the student to feel at home and to treat him/her as a member of the family rather than as a paying guest
- Not to host another student of the same native language at the same time unless by special arrangement with the students and/or CES
- To provide a clean and comfortable room for the student, meeting the requirements laid down by the British Council (copies of which are available from CES)
- To provide a home environment where the student can study effectively
- To provide the student with a balanced and appropriate diet
- To be aware that lunches are not refrigerated and a suitable lunch must be provided, especially during summer (please read dietary notes provided)

- To show due concern for the welfare, safety and security of the student during his/her stay
- To give the student reasonable and regular access to bathroom and laundry facilities
- To maintain a close liaison with CES and so be in a position to help resolve any problems that the student may encounter during his/her stay
- To respect the student's different cultural background and be sensitive to his/her needs

Accommodation

The following section is included in the Homestay Host Handbook.

Students should have a room where they can study and be alone when they wish. There must be access to the living room, but you can come to an agreement about how much time students spend with the host. On some occasions when you have visitors, students should not be offended if you ask tactfully to have the living room to yourself for a while.

Every student should have a comfortable full size bed, with a good supply of blankets, ample drawer and wardrobe space, a writing desk or table and chair, (not necessarily in the bedroom) a mirror, and a wastepaper bin (preferably fireproof).

A washable, crease-resistant bedspread will withstand the bed's inevitable use as a sofa, and a glass covering will protect good surfaces. Make sure there is good lighting by the bed, over the mirror and at the desk. Ask if the student has any electrical equipment, which must be checked for differences in voltage.

Also, because CES is British Council accredited, the criteria stipulates that there be no more than four students in a homestay at any one time. Students should also be two to a room for a twin booking unless a triple booking is specifically requested. If adult students have booked a single room then they should be placed in a single room alone.

Please be aware that a mattress on the floor is only acceptable in extreme short-term circumstances such as an emergency.

Placement of students

When placing a student with a host, we will always attempt to take into account the wishes of that particular student. We will pass on any information regarding allergies to the host, we will take account of whether they want pets or not, we will take account of any special dietary requests (e.g. vegetarian, halal, coeliac etc. It is school policy:

- 1 Not to place more than 4 students in one host (including students /lodgers from other schools in the area)
- 2 Not to host more than two students in one bedroom except with the prior written permission of one of the following: the agent, the student (over 18 only), the parent
- 3 Not to host more than one student with the same mother tongue in the same host except with the prior written permission of one of the following: the agent, the student (over 18 only), the parent.

In the unlikely event that it looks like we may not be able to meet the stipulations as laid out in items 2 and 3 above, the school will:

- 1 Contact the agent/parent to obtain written permission in advance of the student arriving
- 2 If this is not possible we will ask if the student can be accommodated on a temporary bed (supplied by CES) in a host with capacity until a bed becomes available in a host who doesn't have a student with the same mother tongue
- 3 If this consent is not forthcoming we will see if the student can be accommodated in an alternative CES centre
- 4 If numbers 1-3 above are not possible, then we will advise the agent, parent or student that we will have to decline the booking for this particular student.