



Homestay Handbook

Welcome and introduction from See World Guardianships

1. Introduction:

1.1. About Student

Your visitor will normally be attending a private boarding school in the UK. Many of these schools offer fixed “Exeat” weekends in addition to the normal half-term holidays. During these periods, the boarding houses close giving staff and students a break, and the students are required to have alternative accommodation arrangements.

When your student first arrives at your home it is important to be welcoming and understanding, as staying in an unfamiliar environment can be an anxious time for a young person. So although students will sometimes spend time in their room working or playing, access to your living areas to watch TV, chat with your family or relax is invaluable. We always ask our hosts try to include our students within the routines of your family as possible and provide a homely environment.

1.2. Level of English

A student’s command of English may at first be limited and initially they may not communicate with you very much. Imagine yourself in the students’ situation! Please treat your student, as you would wish your own children to be treated if they were staying with a host family, and hosting will be a rewarding experience.

Most students are interested in the host family they are staying with and like to chat about experiences in their own country and here. It is good to involve them in helping you around the house, perhaps asking them to set the table, calling other students or family members to the table, make tea or coffee for everyone etc. Try them on a few of the following family activities: cinema visit, visit to town centre, supermarket or local shopping centre, swimming, cooking.

Don’t worry if the students want to spend some time 'chilling out', lying in or playing computer games.

School life can be very busy, and some relaxation time is often what is needed.

1.3. Cultural & Religious Differences

As a host family you may find that the most difficult part of hosting a student will be resolving cultural differences. Knowing a little about some of these cultural differences may help you identify a misunderstanding before it becomes a problem.

Here are some of the [cultural differences](#) we hear about most often:

Some students find it difficult to accept the control and supervision of their host family. Students may not understand that the new country not always is a safe place, and that it is important you know where they are at all times. You may need to talk together about why it is important for you and your family to know where our student is and with whom. Express your thoughts and concerns clearly and openly.

Discipline can also differ from culture to culture. Share your family’s disciplinary standards with our student and so student understands all of your house rules.

We give our students guidelines on what is acceptable in the UK compared to their culture.

[Religious differences:](#)

As we all know, the topic of religion can be sensitive and sometimes controversial. Naturally you might have

different views and your student may not wish to follow your religious practices and activities. We

ask that you respect their beliefs and religious preferences. These differences, when discussed in a positive manner, can contribute significantly to the student experience. You will see their religion listed on their profile.

1.4. House Pets

Many British households own pets. Different cultures view pets in many different ways. Some cultures view man's best friend, a dog, as unclean. Some cultures fear cats, as being superstitious links to the unknown. Do not be insulted if your student shows genuine fear or discomfort to be around the family pets. Quite often it just takes time and patience for the student to adjust. If you have any concerns either before or during your student's homestay, please do not hesitate to contact us.

Contact Details

There will be times that you need to contact us. We are always here to assist you with any questions or concerns that you may have. You can contact in the following ways:

General enquiries	
Telephone (Monday to Sunday: 09:30 – 17:30)	+44 7792131680
Email	lunali@seeworldltd.com
WeChat	156240939
Emergencies 24/7	
Telephone	+44 7792131680
Safeguarding concerns	
Designated safeguarding Lead	YUE LI (LUNA LI) +44 7792131680 lunali@seeworldltd.com
Contact Details for the Local Safeguarding Partners (LSP)	Brent Health Safeguarding Children Team Monday-Friday 9am-5pm 020 8900 5379 Brent.SCF@brent.gov.uk
Contact Details for the Local Area Designated Officer (LADO)	the Local Authority Designated Officer (LADO) For Brent ,London area

	Telephone: 020 8937 4300 – Option 1
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The role of the guardianship organisation, your role as a homestay

UK schools require all their students whose families live overseas to have a guardian living in the UK, normally aged over 25 years. It is also now a UK visa requirement. Whilst at the school, your houseparent will take responsibility for academic progress and welfare, but there are times during the term and more importantly outside term time, when the school must be able to hand over these responsibilities to a properly appointed guardian. For example, exeat weekends, half terms, medical emergencies, suspensions and exclusions.

These responsibilities include:

- acting on behalf of the student's parents in situations where they are unable to do so due to distance or timing;
- looking after the student's welfare in the UK when the school is closed for holidays;
- providing a host family for students to stay with during half term and fixed exeat weekends when the school is closed;
- assisting students with things they may need – school uniform, sports equipment, pocket money, phone cards, mobile phone, UK mobile sim card, etc.;
- helping students arrange your travel both in the UK (taxi, train or bus) and back home (flight bookings, transfers);
- helping students if things go wrong:
 - if a student gets into trouble at school, they may be suspended and asked to leave the school for a period, at short notice
 - helping a student if they have problems with immigration or passports (for example, lost or stolen)
 - if a student gets ill and needs to go to hospital, or away from school
- being available for students at any time, particularly if they are worried about things like:
 - work
 - school
 - friends
 - their families. It is not unusual to feel unhappy and maybe homesick when a student first starts at a new school and does not know anyone. We advise that they relax and take some time and they should feel better after a few days.

If they do not or if you have a personal problem, or need some advice or support, they can always contact us.

- Life in the UK may be very different to the student's own country and we can give them some ideas and guidance to help them settle in more quickly and easily.

See World Ltd will be the main point of contact for guardianship issues for students and parents during school terms.

See World Ltd acts will take responsibility for decisions made.

See World Ltd will ensure all arrangements are carefully put in place, and that confirmation is sent to appropriate people.

Your role as a homestay

See World have a number of host families with whom we place our students when schools are closed for half terms and exeat weekends. We will match you as closely as possible to the family in terms of their experience, interests, and location. We try where possible to place you in the same host family for all your stays, subject to availability.

All our host families meet the requirements set out by Association for the Education and Guardianship of International Students. Host families are inspected at least once a year by See World to ensure

high standards are maintained. See World also undertake rigorous checks on each family, including with the national police database (Disclosure and Barring System or DBS **enhanced**).

Our host families will all have a kind disposition towards you and are given guidelines and, where necessary, training from See World on the best practice when hosting an international student. This includes advice on Health and Safety matters but if you have any concerns whilst you are staying with our host family, please let us know immediately.

Students are expected to respect their host family's way of life in return for being accepted as a family member.

Hosts are encouraged to include students in family life and to arrange activities and excursions.

While staying with a host family, you will gain insight into the British way of life in a happy and supportive environment.

Please note, actual guardianship remains with See World during you stay with a host family, so you should speak to us about any concerns you may have or if you need to make any changes to the original arrangement

Looking after and respecting the rights of the student

We host students aged between 8-18 years old. Students of different ages may require different care. For example, younger students will require greater nurturing and supervision during their stay, whereas older students will be more independent and may be allowed to visit the local area on their own. Parental permissions may vary from student to student too. We will explain to you what we expect from you prior to placing any student with you.

One of the most mutually rewarding experiences of hosting an international student is learning about another culture. We ask that all homestays respect the students' own culture, values and background and be mindful that there will be some differences in the way students approach everyday life, such as when greeting others or whilst eating. Likewise, the students may have a different religious belief to the homestay. Again, we ask that you are respectful of any differences.

Loco Parentis

We expect our homestays to exercise the same levels of care as a responsible parent – in loco parentis. This means that you are accepting the day-to-day responsibility for the care of the student whilst they are staying with you.

Codes of conduct

See World has a code of conduct for staff and homestays. Please take time to read through this document as it outlines how staff and homestays are expected to behave whilst working for the guardianship organisation. These can be found on our website::

www.seeworldltd.com

Likewise, we have a code of conduct for students. This outlines the expected standards of behaviour for our students. Please read through this as it will help you to understand our expectations. This document can also be found at our website: www.seeworldltd.com

Safeguarding

See world Ltd is committed to safeguarding and child protection. We have comprehensive policies on safeguarding, prevent / anti-radicalisation, low level concerns, complaints, anti-bullying, missing student, online safety, data protection that provide further information and outline our procedures. These can be found on our website:: www.seeworldltd.com

. Please ensure that you have read and understood all our policies.

Please read all relevant sections in our Safeguarding Policy:

Bullying including Cyber-bullying & E-Safety Guidelines.

We have produced guidelines for students on how to deal with any bullying issues they or their friends may be facing. We are asking all our host families to familiarize themselves with these guidelines.

Safe Use of the Internet.

We have produced guidelines for students and host families concerning safe use of the Internet. Please see more details in our Safeguarding and Online Safety Policies.

Prevent / Anti-radicalisation.

We have an Anti-Radicalisation Policy⁰, which explains all relevant points contained in the latest version of the government guidance; The Prevent Duty: for schools and childcare providers. And prevent Duty Guidance.

If you have any Safeguarding concerns, contact the Prevent Lead Ms Yue Li , 07792131680

At See World we take our responsibility for our students very seriously and we have therefore implemented Safeguarding and Child Protection Policy setting guidelines that all our staff must follow to ensure that our students are protected from harm (Appendix 1).

See World is committed to the protection of all children in its care. Our aim is to ensure at all times a caring and secure environment in which students feel safe, respected and valued. We have a policy of trust, openness and clear communication between students, schools, See world ltd guardian personnel and our Homestay Families. Our students' welfare is our top priority. We encourage students to talk to any trusted adult should they have any concerns. As a homestay, a student may consider you to be a trusted adult. There may be students who feel more comfortable speaking to other homestay family members about a concern they may have. You should therefore ensure that all members of your household are aware of what to do if a concern is shared with them. We have explained to students that any concerns they raise will be treated seriously. If a student comes to you or any homestay member to raise a concern, please ensure that it is dealt with in line with our published procedure (see safeguarding policy) and reported to our Designated Safeguarding Lead as soon as possible.

DBS check, training and updates:

As a Homestay family, you will be expected to protect the students that you host, See World will apply for Enhanced Disclosures for all members of your household aged 16 and above through the Disclosure & Barring Service (DBS). Assuming these are clear and you then agree and sign a contract with See Worl .

The primary carer in all host families is expected to undergo basic safeguarding training. This can be carried out online and must be renewed every 3 years. Additional See World will provide an annual safeguarding update to all host families.

Control

Homestays may only use reasonable, appropriate and lawful means of control to maintain safety. Under no circumstances should physical punishment ever be used.

Homesickness

When students arrive in the UK, they might be homesick.

Signs that they may be feeling homesick include:

- A strong desire to go home
- Feeling lonely
- Feeling sad
- Feeling anxious
- Lack of motivation
- Loss of confidence
- Feeling depressed
- Experiencing mood swings
- Feeling insecure
- Finding simple tasks difficult
- Physical symptoms, such as headaches and nausea

If your student is showing signs of homesickness, tell them not to worry as there are many people who can help them manage their feelings. Let them talk to you about their feelings, and remind them that they can always talk to their house parent, teacher, parent, guardian, or any member of guardian staff who will listen and will be able to support you and offer advice. It is best not to encourage them to frequently call home, as this can make the feelings worse. Keeping the student busy and interested in a variety of family activities and discussions may help them settle and feel happier. Please do let us know if you are concerned that your student is suffering with homesickness. We are here to support both you and the student.

Your students will be initially very excited and positive about their new culture. But as the reality of deeper cultural differences sinks in, this excitement can wear off. Students may then start to miss friends, family and places as they begin to have doubts about themselves and their new environment. Culture shock may manifest itself in a wide range of behaviour, including confusion, withdrawal, tiredness and anxiety. Providing a comfortable and welcoming home will go a long way to overcoming such culture shock.

Once this negative phase is past, the vast majority of students settle into their new life until the final phase occurs, which is often a feeling of sadness and loss as they approach the end of their time in the UK. The pattern to these feelings is normal and common. Most students navigate through them perfectly well. However, in certain circumstances, failure to adjust can bring serious problems for the student if they are not recognised and dealt with in good time. If you have a homesick student, alert us and ask us for support. Also ask your student

to talk to you about home, and get them to show you photographs of their family. Alternatively, you may have a shy student, in which case try to anticipate their needs — they may be too shy to ask for anything!

How to comfort a student in distress

There may be occasions where your student is upset. For example, the student may be homesick (see above), unwell or experiencing pressure in their academic studies. In such incidences please do not comfort the student physically. It is inappropriate to hug a student as you may comfort your own child, however there are many things you can do to help:

- Listen to the student's concerns
- Offer comforting words and advice
- If you can speak the students' first language, this may help to calm the student
- Please do alert us to the problem and we will offer you support

Curfews and Bedtimes

See World Ltd has guidelines for students on times to be home:

Aged under 14 years old must be accompanied by an adult member of their host family.

Aged 14 years old should be home no later than 21.00pm

Aged 15-16 years old - 22.00 pm at the latest

Aged 17-18 years old - no later than 23.00 pm.

Our students are asked not go to bed too late and be respectful of the family by being quiet during the night when people are sleeping. Recommended bedtime would be 22.00pm-23.00pm, depending on student's age. Students are asked to keep in contact with their host and inform hosts what time to expect them home. If student is delayed, he or she must phone the host family immediately. If student are in serious difficulty, they are also advised to phone See World Ltd emergency number and possibly call the police on 999. See World suggests that student bedtimes should be as follows:

- Ages 8-10 and under 10:00PM
- Age 10- 14 9:40PM
- Age 15-17- 11: 00PM

Any deviation to these times should be discussed with the homestay.

Permissions for visiting the local area

All students who are permitted to go out unaccompanied must take their mobile phone (fully charged) with them and keep this switched on. It is important that if students do go out unaccompanied, that they let the you know where they are going and roughly know long they will be out. If for any reason they are delayed, students must contact the you to inform them.

Accommodation requirements

Homestays should ensure that they provide a comfortable living environment for students. We require our students to be provided with the following:

- A suitable bedroom and social area(s) which are well kept, clean and in good repair, with sufficient natural light.
- Suitable safeguards must be in place to ensure that students have sufficient privacy from other students. Parents should be made aware of students who may wish to share bedrooms and must give consent before the arrangement goes ahead.
- Where homestays are using a double bed, only one student is using this facility. Under no circumstances should students share a double bed.
- The rooms should have suitable heating and lighting and there should be access to sufficient supplies of hot water as required.
- Students should have access to a private space to study.
- Students should have access to appropriate hanging and drawer space for clothing.
- Students should have access to a bathroom with a lock on the door and either a shower or bath.
- Students should be treated as part of the family, and therefore have access to the communal rooms in the home. They should not have access to family member's bedrooms.

Please make us aware if any member of the homestay is a smoker, or if you have any pets. Students should have the right to opt for a non-smoking and/or non-pet homestay environment.

Please be aware of the need to ascertain the adequacy of your home insurance in respect of hosting international students. The insured (homeowner) should declare all facts to the insurer in order to a) obtain the right cover and b) obtain the right premium.

No more than three students should be placed with the same homestay at any one time, unless in exceptional circumstances. Please ensure that you inform us if you work with other guardianship organisations as we need to check that you are not accommodating more than three students in total when members of an AEGIS guardianship organisation are being hosted.

When students under the age of 16 are in the care of a homestay, no students over the age of 20 should be hosted either by the guardianship organisation or another guardianship organisation working within the same homestay.

Homestays should not host any other paying guests or operate any form of bed and breakfast facility when hosting AEGIS students.

While there are no legal restrictions, homestays are expected to adhere to NSPCC advice on adult supervision and ensure that:

- Students aged 12 and under are not left home alone for a long period of time.
- Students aged 16 and under are not left home alone overnight.

- Students are not left home alone regardless of their age if they do not feel comfortable with this.

With these guidelines in mind, we would ask that host families inform See World Ltd Guardian

may be facing. We are asking Guardians of any plans to be away from the home overnight so that we may make alternative arrangements for the students care. Similarly, we ask host families to consider the risks when leaving a child unsupervised during the day. For any students aged 14 and below, we would ask that host families ensure that students are not left home alone for any period of time. For students aged 14-18 we feel that it would be appropriate for a maximum of 4 hours for students to be without direct adult supervision at home. In this way, and in reference to guidelines from NSPCC we request that you consider every aspect of the student's capability, age and emotional capacity when deciding if a student will be at the home without supervision. For any questions or if you are unsure of what the appropriate course of action would be, please contact the Designated Safeguarding Lead directly: 07792131680

Meals and Snacks

We ask that homestays provide students with a full board provision of breakfast, lunch and dinner during their stay, taking account of any dietary needs. In addition, students should be provided with access to suitable drinks and snacks during their stay.

If the student has any food allergies or religious considerations with food types, we will inform you about these particularities prior to his or her arrival. Breakfast must consist of: Various cereals with milk, Toast with butter and jam to be made available, Fruit juice and a choice of tea, coffee, hot chocolate. However, many students would greatly appreciate a traditional English cooked breakfast on weekends.

Lunch can be:

A light meal, soup and bread, or sandwiches,

But a jacket potato, cheese on toast, or maybe pasta or noodles could be offered as an alternative, with some salad, fruit or a yoghurt, etc.

Evening meal must consist of:

Meat or fish with potatoes or rice or pasta and vegetables,

Hot or cold dessert or fruit and/or cheese,

Bread or similar should be available if requested,

Cold water, tea, coffee, hot chocolate.

Snacks, something like biscuit or cake or some fruit should be available.

A hot drink and a biscuit before going to bed would be appreciated, especially if the dinner is early.

Table manners and food preferences vary from culture to culture. Ask the student if there are any foods he or she likes or dislikes.

Some cultures chew with their mouths open. Some cultures do not use verbal manners as part of their everyday conversation. To help them fit in it might be helpful to teach your student a few courtesy phrases such as, "Please pass the..." or "Thank you for the..."

At first, participation in mealtime conversations may be limited as speaking English can be stressful,

as well as, some cultures do not encourage conversations during meals.

Laundry

Homestays are asked to provide students with suitable laundry facilities if they are resident for more than one night. In most cases the homestay would undertake to do the laundry for the student. Depending upon the age of the students, the homestay may give permission for them to do their own laundry if requested and agreed.

Use of the homestay's car for transport

Any cars used to transport student should be roadworthy with up-to-date tax, insurance, and MOT (where required). If you provide transport using your car for the students in your care, please be aware of the need for adequate comprehensive vehicle insurance and that you should inform your insurers that you will be using your car to provide transport to international students for which you may be paid or receive expenses.

Please ensure that all relevant laws relating to the use of child seats or booster seats for under 12s, when the student is below 135cm in height, and seat belts for over 12s or more than 135cm tall are discussed with students and adhered to.

Access to computers and the internet & safe use of the internet

Students expect access to an Internet connection, preferably wireless. The Internet is an essential and cost-effective way for students to keep in touch with friends and family and may also be required for homework. However, we would advise that you suggest a time limit be set and informed. Please read a relevant section in our Safeguarding Policy about Internet Access.

Students should not need to use your telephone landline, although some have prepayment cards to ring home to their parents. They should always ask for your permission. Our Online Safety Policy can be found on our website: www.seeworldltd.com

Health and Safety in the Home

We expect all homestays to adhere to our health and safety guidelines:

- A minimum of one smoke alarm should be installed on every storey.
- A carbon monoxide alarm to be installed in any room containing a gas, liquid or solid fuel burning appliance.
- An annual landlord gas safety check to be undertaken by a Gas Safe registered engineer and a copy of the certificate provided to the guardianship organisation.

- The homestay must ensure that the electrical system is safe, e.g. sockets and light fittings are secure and not overloaded and any appliances used by the student are safe.
- The homestay must discuss the possible evacuation routes from the property with students on a regular basis. If doors or windows are locked students must know where to find the key in the event of a fire.
- If fire extinguishers and fire blankets are provided, they must be suitably serviced.
- Where open fires are used, a suitable fire guard should be in place when the fire is lit.
- Any matches / lighters should be appropriately stored.
- A basic first aid kit should be available to include, plasters, sterile eye-pad, triangular bandage, safety pins, non-medicated wound dressing, disposable gloves, leaflet giving guidance on first aid.
- Any prescription medication and drugs should be kept safely especially when hosting young students.
- Alcohol should be appropriately stored.
- The homestay should have an awareness of basic food hygiene when preparing meals for students.

We will conduct an initial visit to check that your accommodation is suitable prior to you hosting a student. Thereafter we will visit at least once a year to undertake an annual check. Please let us know immediately if there are any changes in the accommodation you are offering. This includes informing us of any temporary building work that may take place when you are due to host students. In some cases the school may also wish to make an annual visit to check the property. You will be made aware of this prior to agreeing to host a student.

Please refer to our separate Welfare, Health and Safety statement, This can be found on our website: www.seeworldltd.com.

Changes in circumstances

You are required to inform the guardianship organisation about any changes to the homestay arrangements.

Expenses and payments

Payment:

Housekeeping Allowance: We have a standard rate per night, which will be clarified with you at the time of booking. We are able to confirm in advance, and in writing, the amount you will be paid for the student's stay.

Expenses:

We are asking will pay your mileage if you collect the student from school (currently 45p per mile). If the student has no pocket money, we can also cover the cost of the student's entrance for activities

such as swimming or cinema (to a maximum of £30, but please ring if in doubt). All claims should be supported by itemized receipts and sent to our office, as expenses are added to the parents' account. Payment is made direct to your bank, using the BACS system

Your contract and cancelling the agreement

Please note that due to the guardianship contractual arrangements between See World Ltd Guardian may be facing. We are asking and you, the Homestay family, as well as our contract with the students and their parents, all arrangements must be done through See World Ltd.

Responsibilities during a pandemic

Pandemics can cause major disruption to travel and schooling. It is important in such events that See World takes advice from the government, Public Health England and the World Health Organisation. AEGIS also provides guidance for members to follow. This is regularly updated as a situation develops. Usually, in a pandemic it is important to restrict movement so as not to spread the disease further. That means boarding school students would usually remain at school. In the event of a pandemic See World may not be able to offer homestay accommodation as this could place students, homestay families and the wider community at risk. See World will work with parents to find flights to home countries where required. See World will work with schools to meet students' needs during a pandemic. This could be by helping to support students to learn remotely as directed by the school. See World will work with parents and schools to find suitable quarantine accommodation for students where required.

See World Ltd Guardian

We are asking commitment to helping students returns safely to UK boarding schools

See World Ltd Guardian may be facing. We are asking personnel are committed to assisting schools and parents in the safe return of students in the Autumn 2020.

Coordination of Flights and UK travel.

It is likely that some travel will need to be planned at the last minute as flights become available. My Guardians pledge to be working with emergency assistance available 24/7 throughout the summer break to facilitate the immediate assistance required for parents arranging flights for arriving students.

Safe Travel Arrangements.

We recommend that parents choose See World Ltd Guardian may be facing. We are asking to organise airport transfers with drivers who are experienced with picking up international boarding students and who are committed to abiding by strict social distancing and hygiene standards.

Quarantine facilities.

Where schools are unable to assist with quarantine, See World Ltd Guardian may be facing. We are asking will assist, in some exceptional cases, in host families who are prepared and equipped to offer this service.

School holidays.

See World Ltd Guardian may be facing. We are asking will work closely with schools to offer clear guidance to students and their parents on the best course of action for the October half term and Christmas holidays 2020. If students remain in the UK, and are not able to stay at school, MYG will be able to assist with accommodation.

In the event of a school closure.

In the event of a prolonged school closure, See World Ltd Guardian may be facing. We are asking would continue to follow the advice of the Department for Education and Public Health England.

The procedure for See World Ltd Guardian may be facing. We are asking is set out below. Healthy students must ultimately and as soon as is practicable either:

- Return home,
- Be looked after by their parents,
- Be looked after by another responsible adult (family friend/relative 25 years+).

We are asking will support the school with the student's forward planning, providing they have not been to, come from or had contact with anyone from an affected area, by providing host family accommodation for healthy students, while they make alternative accommodation arrangements.

This may be with their regular long-term host family or with their short-term family. Provision of host family has extended for several months so far this year when schools closed in March as flights were not available and some students are still in the UK with host families to this day.

Staying away overnight

Occasionally your student may ask to go and stay with friends overnight and this type of request often comes at the last minute. They are not permitted to do so unless the visit is sanctioned by See World and by their own parents. You would need to contact Luna Li at See World and we would seek permission to ensure that we comply with UKVI (UK Visa & Immigration service) requirements.

If, as a host family, you wish to stay away overnight taking your student with you then, again, you must seek permission from See World. Whilst this can often be a great experience for the student, it can have implications upon safeguarding as well as UKVI which are tricky to resolve.

We appreciate that the students staying with you are all individuals with varying degrees of maturity so whilst we give your guidance to help and support you in this handbook, we are happy for you to make personal judgements based on your own instincts. You can always ask See World for advice too – please don't ever think you are operating alone!

Cancellation

Terms for cancellation for a student are detailed in your Host Family Agreement, along with payment schedules, terms and conditions and confirmation of your students dates with you.

Host Family Policy

See World has a network of Host Families with whom we place our students either for the whole academic year as a homestay arrangement or when schools are closed for Half Terms and Exeat weekends. It is our aim to arrange for our students to return to the same host family for all their stays, as this gives students a “home from home” experience. Changes however may occur, especially where requested by the parent, student or the family. Students are expected to respect their host family's home and way of life in return for being accepted as a family member. Some hosts will apply house rules to help understanding of routines etc.

Host Families can range from a couple or single parent with young children to retired grandparents, whose own children have grown up. All have a kind and caring disposition toward children from overseas, offering a “home away from home”.

According to our Safer Recruitment policy Policies and Procedures – See World Ltd Guardians

all Host Families are inspected at least once a year, when advice and training on best practice will be given and checks are made on the accommodation. See World Ltd also undertakes rigorous checks on each family member aged 16 and above, including a DBS check (Disclosure and Barring System – includes checks on the police and social services databases).

Hosts formally undertake to protect and care for the students in their charge, but please remember that educational guardianship of the student remains with See World Ltd during a host family stay. See World provide each Host Family with training in Safeguarding and Prevent and in turn expect Host Families to uphold the values discussed and taught family.

Students are made aware of their commitments to the Host family in the Student Handbook during the training. We ask for termly reports on students but please do contact us at any time to offer further information. Training on Safeguarding, Prevent and other updates are annually revised, both at the re-inspection with See World staff face to face, and also through an email update from the Designated Safeguarding Lead.

Hosts are encouraged to include students in family life and to offer activities and excursions. If additional costs are incurred receipts are required and, if claimed by the host, this expense will be added to the parent's Student Expenses Deposit (Please see our Host Family Expenses Policy).

Please note, the booking of host family stays MUST be made via the office and not directly with the family.

Please note that short term students (Exeat Weekends and Half Terms) would receive full board (including lunch) and generally would be boarding at the schools they attend during the term time. Day students require host family throughout the entire academic year (long term students) and would generally receive half board during weekdays as they would have

their lunch at the school.

Should there be any changes within the host family you should let the Host Family Manager know immediately so that she can update your record or do a visit as needed. Hosts should be aware that as a part of our ongoing commitment to best practice AEGIS accreditation visits may be arranged to host families and questionnaires sent to gather feedback. Students are made aware of their commitments to the Host family in the Student Handbook.

See World Ltd

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