



INSTILL EDUCATION YOUNG LEARNERS HOST FAMILY RECRUITMENT PROCESS AND POLICY STATEMENT

TO BE USED FOR THE RECRUITMENT OF HOST FAMILIES FOR CHILDREN IN ENGLAND AND WALES

‘Instill Education is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment’

It is essential to begin the process of recruiting host families early, so that the process is not rushed.

A child is a person under the age of 18.

Care must be taken with the advertisement and recruitment process. The recruitment process is intended to provide natural breaks, and opportunities for a host family to reflect on the commitment they are making. It is important that the host family know early in the process that Instill Education will carry out background checks, including criminal records checks, on all adults who have access to the house. A host family who withdraw from the recruitment process at any stage may have good reasons for doing so, and it is group policy not to chase such families.

A suggested skeleton process is:

1. advertisements are placed locally for families to host overseas students. Such advertisements should contain a safeguarding statement, as set out above.
2. families who reply to the advertisements are sent a brochure, letter or pack of documents, explaining who Instill Education is, what the terms of hosting are, and what the recruitment process is. The pack contains a form to be completed and returned if the family want to go ahead with hosting students. This communication should make clear that, where a family will host child students, Instill Education will carry out background checks, including criminal records checks, on all adults who have access to the house. A draft for personalisation and inclusion in the pack is at appendix A.
3. Families who return the form saying that they wish to host child students are visited by at least one member of staff, normally the accommodation officer. The accommodation officer assesses the house and the family for suitability for hosting students, and considers issues relevant to the student’s safety, ability to study, and comfort. The accommodation officer may use a checklist to assist him or her. The accommodation officer should aim to meet all members of the host family, and should see the house, particularly the room where the student will stay, and the bathroom that the student will occupy. If necessary, the accommodation officer should return to meet adult members of the family who were absent when the initial visit took place.
4. Following this visit, the accommodation officer completes his or her assessment of the host family. The accommodation officer may seek a second opinion from a colleague, and may arrange one or more follow-up visits. If the accommodation officer believes that the family and the house are suitable for hosting students, he or she will write to the family enclosing Instill Education forms and DBS forms to be completed by all adults with access to the house.
5. On receipt of the completed forms, the accommodation officer will arrange for the DBS checks (and/or other relevant checks) to be carried out.
6. No child students will be placed with a host family until the result of the DBS checks (and/or other relevant checks) are known.
7. If a DBS check (or other relevant check) does not come back “clean” this must be discussed with the Designated Safeguarding Lead (DSL), and the host family approved, before a child can be placed with that host family. A record of the decision made should be kept.

8. The accommodation officer should aim to make unannounced follow-up visits to a host family, while the students are there. The frequency of such visits will depend on that family's history with the Group, but all families should be visited at least once each year. The accommodation officer should be particularly alert to the possibility of changes in the family structure, such as adults leaving or joining the family.
9. The accommodation officer should be approachable to students who have a problem with their accommodation, or who want to make a comment on their host families. Even if the issue seems trivial, listen carefully. If you are at all concerned, please refer the matter to the Group DSL.
10. Students should be encouraged to give feedback on their accommodation.

Private Fostering Arrangements

Note that where a child under 16 will stay with a host family for 28 days or more, this is likely to be a private fostering arrangement, and will need to be notified to the local authority in advance. Please see the separate note on this subject.

Families hosting more than one student

It is Group policy that families hosting more than one student:

1. do not host a child student and an adult student simultaneously; and
2. do not host students with the same native language; and
3. do not have male and female child students sharing a bedroom

unless the students concerned are closely related (for example, parent and child, or siblings) and a person with parental responsibility for the child student has agreed to this in writing.

All exceptions to these policies must be discussed with the school Principal who may refer the matter to the Group DSL.

Appendix A

[on school letterhead]

Dear

Thank you for your interest in hosting child students for [school name] (“School”)

I enclose some information about the School, and about hosting our students. Please read this carefully. If you have any questions, please contact me.

Hosting overseas students is both interesting and rewarding. However, it is also a responsibility, and we rely on our host families to work with us to keep our child students safe, and to ensure that they have a comfortable and supportive home life to enable them to study effectively, and to enjoy their visit to our country.

We therefore take great care in finding our host families. As part of the process, we will visit your home, meet the adults who live there, and carry out safeguarding checks, including enhanced Criminal Records Bureau checks, on all adult members of the household. In your pack is some further information on the checks we will do.

If you would like to go ahead with hosting students for the School, please fill out the form enclosed with your pack and return it to me. I will then make an appointment to visit you at home.

I look forward to welcoming you as a [School] host family

Yours sincerely

Safeguarding checks for host families hosting child students for [School]

We will ask the person applying to be the host to complete a form listing the full names and dates of birth of all people who live in the family home, including those who are there for part of the time. We will also ask for the names and addresses of all people who have keys to the house, or otherwise have access to it while our students are present. We may check the information you have given us against other information available to us, such as the electoral roll. We may work with or consult other safeguarding agencies, such as the Local Authority.

All adults with access to the house will need to make the following declaration:

'I declare that I have no criminal record or court case pending against me, and there is no reason why I should not be considered a person suitable to work with children. I declare that I am not on the list of individuals barred from working with children, or otherwise disqualified to work with children, administered by the Disclosure and Barring Service or subject to sanctions imposed by any regulatory body. I understand that this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, bind-overs, including those regarded as 'spent', must be declared.'

We will ask you for references and will follow these up.

We will request an Enhanced Disclosure from the Disclosure and Barring Service ("DBS")(previously known as a Criminal Records Bureau check, and including a check of the DBS barred list), for all adults with access to the house while our students are there. This Disclosure will show all criminal convictions, even spent convictions, and may show other information about the adult concerned. We recognise that this information is confidential to the applicant, and we treat this information with care, and in accordance with the DBS code of practice.

If you would like further information or to read the DBS code of practice please contact me or visit <http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/> A copy of the Instill Education policy statement on the recruitment of Ex-offenders is available on request.

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