



Homestay Handbook

Hosting students aged 10 to 17
(including guidelines for hosting Young Learners,
Vacation and Private Fostering Students)
(Valid from 1 January 2022 until further notice)

**Guide and Conditions for homestay families providing accommodation for
international students attending English language courses**

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ANGLO CONTINENTAL

Founded in 1950, Anglo-Continental is one of the world's best-known accredited English language teaching organisations. As a school, we offer tuition of the highest quality and provide a wide range of English language courses to meet the needs of students of all ages and professions.

Anglo-Continental has offered English language courses for 70 years to over 450,000 students from 120 different countries.

The educational facilities provided by Anglo Continental are of the highest standard. The inclusion of a homestay family's name in its register is recognition of the homestay family's ability and willingness to provide and maintain a similarly high standard of accommodation.

YOUR ROLE AS A HOMESTAY FAMILY

To host a student is extremely rewarding for everyone in the family. We pride ourselves on our high standards and the supportive environment that we offer our students. In addition to providing accommodation, we ask our homestay families to:



- Provide a welcoming and safe environment
- Support and make the student feel like part of the family
- Have a quiet place in the home with a desk or table where your student can study
- Offer breakfast and dinner every day and lunch on Saturday, Sunday and public holidays
- Engage your students in conversation and make him/her part of your family life

HOSTING STUDENTS UNDER THE AGE OF 18

When hosting students under the age of 18, host families are taking on additional duties and responsibilities. Parents/guardians choose homestay accommodation in the knowledge that their children are not alone during their experience in the UK; that they will be in a home away from home, with comfortable surroundings and a host who will help, listen and take care of them. There are very clear guidelines regarding accommodation arrangements with homestay families for students under 18 and it is important that all hosts are aware of their duty of care when hosting underage students.

There are further responsibilities in the supervision of minors, and these include curfews and a responsible adult always being at home overnight and when younger students are at home.

Anglo-Continental has strict rules regarding safeguarding of students under the age of 18.

If a student under 18:

- is late for school
- is absent from school
- does not arrive home for dinner
- breaks the curfew

HOSTING STUDENTS UNDER THE AGE OF 18

Anglo-Continental will initiate a disciplinary procedure (as detailed below) which will result in the expulsion of the student if the behaviour continues.

Caution	Verbal warning	Written warning	Expelled
Mark on record. Parents/Guardian/ Group leader/ Agent informed that a caution has been issued.	Mark on record. Parents/Guardian/ Group leader/ Agent informed that a verbal warning has been issued.	Mark on record. Letter to student. Letter to Parent/Guardian/ Group leader/ Agent.	Mark on record. Ticket changed. Student sent home. No refund. No return to Anglo- continental in the future.
			

Curfew Times

The booking confirmation letter states which course a student is attending.

Depending on the course the following will apply:

Course type	Student's age	Curfew time	Must Have Front Door Key	Must Be Home For Dinner	Can Be Left Unsupervised	Activities & Excursions
C-	10-13 years old	Not permitted to go out unsupervised	NO	YES	NO	Compulsory
Course (Young Learners)	14-16 years old	22.00 with permission				
V-Course	16-17 years old	23.00 hours	YES	YES	YES	Compulsory
G-Course	16-17 years old	23.00 hours	YES	YES	YES	Optional

YOUNG LEARNERS/C-COURSES: 10-16 YEARS OLD STUDENTS

HOSTING YOUNG LEARNERS (AGED 10 – 16)

1. Students aged 10 - 16 are not allowed a front door key and you are, therefore, required to be at home when they leave for school and when they return home.
2. Students aged 10 - 13 are not allowed to be left unsupervised in the homestay. Students who are 14 to 16 years old should only be left unsupervised for short periods of time (e.g. when host parent needs to collect their children from school).
3. 10-13 year old students are taxi students and so you will need to ensure that they are ready for when the taxi is expected to arrive to pick them up for school. Similarly, please ensure you are home when the student is expected home from school.
4. Students aged 14 -16 can either walk to school or take the bus and you will need to make sure that they know how to get to and from school.
5. All students must return home for dinner.

If not please email:absence@anglo-continental.com

6. The summer school day begins at 08.45 and finishes at 16.30. On Tuesday and Thursday evenings Young Learner students remain at school for their dinner and evening activities, which finish at approximately 20.00. Students should be offered a snack when they get home from evening activities, as they will have had their dinner between 16.30 and 17.00.
7. .An excursion is scheduled for Saturdays and you will need to prepare a packed lunch for your student. The students should return to school at approximately 17.00/18.00. Please refer to the weekly timetable for specific timings.
8. Your student will remain with you on Sundays and should be invited to participate in what your family has planned for that day.
9. Students aged 10 - 13 are not allowed to leave their accommodation without the supervision of an adult.
10. Students aged 14 - 16 may have written permission from their parents to go out unsupervised and this is evidenced on their student card. Students must still return home for dinner. If they choose to go out after dinner, they must be home by 22.00. Please inform your students that if they break their curfew, you may need to report them as a missing person to the police.
11. Students who do not have written parental permission to go out unsupervised must go straight home at the end of the school day.
12. Please check your email each Friday for the following week's timetable.
13. Students will have your telephone number and address on their student card but we ask that you make a record of their mobile telephone number/WhatsApp number so that you can stay in contact.
14. Should an emergency occur outside of school hours, such as a student breaking a curfew or welfare issue arising, please call the **Anglo Continental Emergency Telephone - 07831613193**.

YOUNG LEARNERS / C- COURSES: 10 -16 YEAR OLD STUDENTS -PRACTICAL INFORMATION

COURSE CODES

Please see below the course codes for C-courses (Young Learners) and what they mean. Please refer to the confirmation letter for each individual booking to find out which course your student is attending.

- C-2.20 Young Learner's Course – all lessons & activities included
- C-2.20B Young Learner's Course - Lessons only (no activities)
- C-2.20BT Young Learner's Course - Lessons only (no activities, T = Door-to-Door taxis)
- C-2.20F Young Learner's Course - (F = private fostering)
- C-2.20FT Young Learner's Course - (F = private fostering, T = Door-To-Door Taxi)
- C-2.20T Young Learner's Course - (T = Door-To-Door Taxi)
- C-2.20PC Young Learner's Course - Parent & Child
- C-2.20PCT Young Learner's Course - Parent & Child (T = Door-To-Door Taxis)

TAXIS

10-13 year-old students have taxis to and from school every day organised by Anglo-Continental. Students are picked up by a taxi at any time from 8.00am onwards. The afternoon taxis collect students from 16.30 onwards for their return journey.

* Some 10-13 year-old students are “parent pick-up”. These students do not have taxis to and from school and are brought to school and collected by their parents/nominated adult.

If your student is a “taxi student” this will be reflected by their course code stated on the confirmation letter for this student.

Please retain your booking confirmation letter for future reference

If your student has not booked door-to-door transport, we would ask you to ensure that they are confident of finding their way to and from the nearest bus stop for the first few days. This is most important especially for the return journey to the family home after the first day at school.

PARENTAL PERMISSION to go out unsupervised

Students who are 10 – 13 years old are not allowed to go out unsupervised.

Students who are 14 – 16 years old need to have written permission from their parents/guardians sent to the school to be able to go out unsupervised.

Q: "It is 22.00 hours and my 15 year-old student is not at home. What should I do?"

If your Young Learner has Permission and stays out later than 22.00 hours please try to call them on their mobile telephone. If there is no reply, please call the Emergency Telephone - 07831 613193 and speak to a member of staff from Anglo-Continental. Following the advice from the member of staff, you may be required to telephone the police and report the student as missing.

If your Young Learner has Permission, their student Card will look as below:

Sample Student Card showing Permission has been granted for the student to go out unsupervised until 2200 hours. Valid only when **signed and stamped** as shown.

Group :	Mr Young Learner	
Entrance :	Ref: 100450	House:
Room	From : British	Lang : English
Class	Born : 01/01/96	Age : 15.4
	School : Anglo-Continental School for Young L	
	29 Wimborne Road	
	Bournemouth BH2 6NA	
	Tel : 01202-557414	
	Course W-3.20 for 3 week(s)	
	From : 27/06/11 to 15/07/11	
This student may / may not request permission to go out unaccompanied until 22:00 hours		
Signed:	<i>S. Kennedy</i>	
Head of Centre	Staying Mr Vader	
	with: 66 Empire Road	
	Queens Park	
	Bournemouth	
	123321	
Anglo-Continental emergency contact number outside working hours: 07831 613193		

The card will bear the signature of the Head of Centre in purple ink

The card will bear the 'P' stamp in green ink

If your Young Learner is aged 14 - 16 and does not have Permission, their Student Card will be blank in the areas circled above. Please look at the example above carefully, as they may try and amend the card themselves! If your Young Learner is 14 years of age and older and would like Permission, they may get this from their parents or guardians in their own country. We require a signed scanned document or an email from their parents specifying that they allow their child to go out unsupervised until 2200 hours.

Students aged 10-13 are never allowed to be unsupervised (whether their parents allow them or not) – this is the school’s policy.

Every week a timetable will be sent to you by email and it will include detailed information on the type of activities scheduled for the given week and their timings.

TIMETABLE



**YOUNG LEARNERS’ COURSE C-2.20 (10-16 years)
WIMBORNE ROAD CAMPUS**

**ENGLISH LANGUAGE AND
ACTIVITY PROGRAMME 2022
WEEK 1
27 JUNE – 03 JUNE 2022**

TIMES	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
08.45 – 09.30	Entry Test	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Registration at 08.30 for 09.00 departure Full Day Excursion to The Tank Museum and Jurassic Coast  Returning at approximately 17:00	With Homestay
09.30 – 10.15	Entry Test	Lesson 2	Lesson 2	Lesson 2	Lesson 2		
10.15 – 10.45	Break	Break	Break	Break	Break		
10.45 – 11.30	Sightseeing	Lesson 3	Lesson 3	Lesson 3	Lesson 3		
11.30 – 12.15	Sightseeing	Lesson 4	Lesson 4	Lesson 4	Lesson 4		
12.15 – 13.15	Lunch	Lunch	Lunch	Lunch	Lunch		
Afternoon Activity Programme Returning to school at approximately 16.30	Sightseeing Tour 	Team Challenges 	Half-day excursion to Poole (Boat Cruise) 	Cooking Workshop 	Crazy Golf 		
Evening Evening activity to finish at approximately 20:00	With Homestay 	Anglo Clubs 	With Homestay 	Beach Picnic 	With Homestay 		

EVENING MEALS & ACTIVITIES

All students must return home for dinner (with the exception of Tuesdays and Thursdays in the summer). If a Young Learner student does not return home for dinner, please let the Young Learner staff know on the following day via email absence@anglo-continental.com

In the summer, on Tuesdays and Thursdays most students on C-courses will have their dinner at the school which will be followed by an evening activity. You should

expect your student home from 20.00. Please offer your students a light supper when they return home.

Please note that some students, who come in an organised group, may have a slightly different timetable as activities may be organised by their Group Leaders. These students, who will be mostly booked on C-2.20B courses, do not participate in activities organised by the school and they will require an evening meal each day.

Please make sure you check the timetable for the forthcoming week, which will be sent to you each Friday via email.

Please retain your booking confirmation letter for future reference as it will state what course code your student is on.

EXCURSIONS

The school arranges full-day and half-day excursions (summer only) each week. Though it is difficult to be precise, we normally expect the students to return from these excursions between 17.00 and 18.30 hrs. We would ask you, when planning the evening meal on these occasions to bear in mind that your students will have had only a packed lunch during a full-day excursion, so a hot meal should be given.

SUPERVISION

All students aged 10 - 16 on our Young Learner/C-courses come under the jurisdiction of the Children Act 1989 which means that the school and the host family have a duty of care. Homestay families should be mindful of their responsibilities and ensure that they know the whereabouts of their students when they are not attending school.

Students should be supervised by an adult at all times, unless they have permission to go unsupervised. If the student has a nominated adult or group leader they may take responsibility for supervising the student for short periods of time (evening out).

Q: "I need to go out for the day and my mother can come and stay with the student. Is that ok?"

The host family must inform the school if they are leaving their student in the care of another adult and that adult must be DBS checked in line with Anglo-Continental's safeguarding and requirements and enhanced DBS checking policy.

ADDITIONAL USEFUL ADVICE

KEYS

- Young Learners on C-courses (10-16 year-olds) are not allowed a key even if they have permission from their parents to go out unsupervised.
- You must be at home to let your Young Learner in every day after school and after activities. Please refer to your student's weekly timetable for confirmation of the timings.

LAUNDRY

- A full weekly laundry service is included in the rate paid to the homestay family.

Homestay families are requested to attend to the Young Learner's laundry as they would for a member of their own family, without additional charge.

LUNCHES

- Please give your Young Learner an adequate packed lunch for the Saturday excursion. It should consist of sandwich/bagel with substantial filling, a drink, crisps, chocolate/cereal bar and a fruit. We will provide lunch at school Monday to Friday and an evening meal every Tuesday and Thursday.
- Lunch and evening meals must be provided to students on Sundays and Bank Holidays.
- We know selecting appropriate food can be a bit difficult as some cultures are quite different from our own, so please ask them what they like.

FAMILY INTERACTION

- Please remember that your Young Learner is here to learn English. They learn in their lessons, but they put it into practice everywhere else. This is a brilliant opportunity to help your student improve their English and enhance their experience.
- Please ensure that your student feels part of your family as much as possible by talking with them, sharing meals and including them in your family life (especially on a Sunday when your student spends the day with you).
- The students get homework twice a week, normally on Wednesdays and on Fridays, so please encourage them to complete it.

GROUP LEADERS

- Please be aware that some of the students come over in groups and they can have Group Leaders. The Leaders are normally teachers from the schools in their own

country. They are over 18 years old and are responsible for the students within their group while they are in this country.

- The students should have a contact number for their Group Leader, so it is useful for you to ask your student for this.
- The Group Leaders may organise outings with their students but these will be pre-arranged with the school prior to the group's arrival and homestay families will be advised of them. Group Leaders should not be contacting homestay families -if this happens please contact us immediately.

If the student does not have parental permission or is 10-13 years old then they must be collected from and returned to your house by the Group Leader or by taxi.

Q: My student's Group Leader is organising a surprise for their students and taking them out for dinner. Is it ok to let my student go?

All activities and outings must be pre-arranged with the school 21 days in advance and the Group Leaders are not allowed to change the arrangements or organise new outings without discussing it with the school first. If you are in doubt, please contact the school.

HYGIENE

- This may be your Young Learner's first time away from home, their family and all that is familiar. You may need to point them in the direction of the bathroom on a daily basis if they seem a little shy when it comes to personal hygiene, as we all know what teenagers and children can be like!
- Please ensure that your student changes their clothes and these are washed on a regular basis.
- We strongly recommend that you purchase mattress protectors for your beds to avoid any accidents.
- You may find that their bathroom habits are different - please remember that this may be cultural. If you are having any particular problems and you have tried talking with them several times, please contact the school.

CURFEW

Course type	Student's age	Curfew time	Must Have Front Door Key	Must Be Home For Dinner	Can Be Left Unsupervised	Activities & Excursions
C- Course (Young Learners)	10-13 years old	Not permitted to go out unsupervised	NO	YES	NO	Compulsory
	14-16 years old	22.00 with permission				

RELATIVES AND SIBLINGS

- The students can sometimes have siblings or relatives in Bournemouth and they may wish to take the student out. Please seek approval from the school first in all cases.
- If the parents have nominated an adult, this person may sign them out of classes, activities and excursions. The nominated adult should always notify the school and the homestay family of their intentions.
- The nominated adult will always be over the age of 18 years. Anybody below this age is not permitted by the school to be responsible for the student.

PRIVATE FOSTERING

WHAT IS PRIVATE FOSTERING?

When a child under the age of 16 (or under 18 if the child is disabled) comes to England to attend school and stays with a homestay family for 27 nights/28 days or longer, this is known as a Private Fostering arrangement.

Anglo-Continental has a legal duty to inform Social Services of every student under the age of 16 who stays with a homestay family for more than 27 nights.

WHAT DOES THIS MEAN FOR THE HOMESTAY FAMILY?

Anglo Continental will need to complete enhanced police checks (DBS checks) on every member of the homestay over the age of 16. Social Services are required to see the original DBS certificates when visiting the family. As Anglo-Continental does not receive copies of the Host Family DBS Certificates, it is the responsibility of the Host Family to keep their DBS Certificates and produce them when requested.

Medical references for all homestay residents who are over the age of 18 will be requested from the family GP. These will only be obtained with the homestay family's

consent and will be sent directly from your GP to the Private Fostering Team at BCP Council.

The above checks are completed before a child can be placed with a host family and will need to be renewed every three years.

Social Services will arrange their own visit to the homestay to meet you and to see where the child is sleeping. They will need to know how meal and leisure times work within the family household.

WHY DOES THE SOCIAL WORKER NEED TO UNDERTAKE THESE CHECKS?

It is a legal requirement that these checks are undertaken by the local authority when the child is being privately fostered.

The social worker allocated to a host family is involved as an independent person who will be checking to see that the child is being looked after not only in the homestay, but also within their educational setting.

WHAT SUPPORT IS AVAILABLE?

- The school and the social worker are available for the homestay family to seek advice if they have any concerns about the child or their behaviour.
- The school and social worker will be able to help if any difficulties arise.
- The social worker can help if a homestay family has any concerns about the school, about the child's guardian, the child's friends, or other people within the community.
- As a social worker is involved, any concerns should be picked up at an early stage and addressed before they escalate.
- If a homestay family is uncertain about caring for a student under the age of 16, guidance on issues such as bedtimes, internet usage, health problems and family contact, can be offered by both the school and the social worker.

ARE THERE ANY RESTRICTIONS?

If a homestay family hosts private fostering students, they cannot host more than 3 students at the same time unless the children concerned are siblings.

WHAT HAPPENS IF YOU DECIDE TO BECOME A PRIVATE FOSTERING HOST FAMILY?

Private fostering families will receive an extra £25 per week (in addition to the standard Young Learner rate paid by Anglo Continental) for each private fostering student that they host.

- On a day to day basis you will be providing the same care as you would for any child in your home in terms of cooking, cleaning and general support.
- A social worker from BCP Council will visit the homestay prior to the student's arrival and will also need to visit the student in the homestay within 7 working days of their arrival.

- If the student is staying with a homestay family for longer than 6 weeks, the social worker will arrange a second visit.
 - The social worker will need to see the child alone during their home visit or they might arrange to see the child at school to give them the chance to talk openly.
- If you become a regular Private Fostering carer you will get the opportunity to know your designated private fostering social worker.
- Private Fostering carers for our international students who ensure the welfare of the children in their care are very much appreciated and valued by both Anglo Continental and by BCP Council. As such, we will work together to try to offer you a level of support which meets your family's needs.

Further information

If you have any questions please contact the Homestay team via the email address below:

ACSEaccom@anglo-continental.com

VACATION AND GENERAL PROGRAM/V-COURSES AND G-COURSES: 16-17 YEARS OLD

Please refer to your booking confirmation letter to find out which course a student is attending.

VACATION COURSE

Students who are 16 and 17 and are studying on a Vacation course (V-course):

- Must attend school, all activities and excursions
- Must be given house keys
- Must be at school on time
- Must return to the homestay for dinner every day (except Monday and Wednesday when they have evening activities and their dinner at school)
- Have a curfew time of 23.00 hours

GENERAL ENGLISH COURSE

Students who are 16 and 17 and are studying on a General English Course (G/A/ X - courses):

- Must attend school
- Must be given house keys
- Must be at school on time
- Do not have to take part in the school's social activities programme
- Must return to the homestay for dinner every day
- Have a curfew time of 23.00 hours

SUPERVISION

Students who are 16 and 17 must be given a house key but they require a certain degree of supervision.

They must return home for dinner. If they go out after dinner, they need to be home by 23.00 hours.

If a student under 18 wishes to stay away overnight or travel outside the Bournemouth area, the school needs to receive written and signed permission from the student's parent/ guardian, alongside a copy of their passport, sent to the school's email address.

ATTENDANCE

Students under 18 must attend school every day. Absences will be followed up, so please expect a phone call from Anglo-Continental staff should your student not attend lessons, compulsory activities or excursions. Students who continue to be late for school/activities/excursions, absent from school/activities/excursions, who do not return home for dinner or continually break the curfew, will be subject to the school's disciplinary procedure and potential expulsion.

**All students must return home for dinner. If a student does not return home for dinner, please email the school the following day on this email address:
absence@anglo-continental.com**

TIMETABLE - Vacation students

If your student is on a V-course, a timetable will be sent to you by email every week and it will include detailed information on the type of activities scheduled for the given week and their timings.



VACATION COURSE V-2.20 (16-17 years)
WIMBORNE ROAD CAMPUS

ENGLISH LANGUAGE AND
ACTIVITY PROGRAMME 2022
WEEK 1
27 JUNE – 03 JULY 2022

TIMES	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
08.45 – 09.30	Entry Test	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Registration at 08.30 for 09.00 departure Full Day Excursion to The Tank Museum and Jurassic Coast  Returning at approximately 17:00	With Homestay
09.30 – 10.15	Entry Test	Lesson 2	Lesson 2	Lesson 2	Lesson 2		
10.15 – 10.45	Break	Break	Break	Break	Break		
10.45 – 11.30	Sightseeing	Lesson 3	Lesson 3	Lesson 3	Lesson 3		
11.30 – 12.15	Sightseeing	Lesson 4	Lesson 4	Lesson 4	Lesson 4		
12.15 – 13.15	Lunch	Lunch	Lunch	Lunch	Lunch		
Afternoon Activity Programme Returning to school at approximately 16.30	See Social Activity Timetable for available activities 	See Social Activity Timetable for available activities 	Half-day excursion to Poole (Boat Cruise) 	See Social Activity Timetable for available activities 	See Social Activity Timetable for available activities 		
Evening Evening activity to finish at approximately 20:00	Anglo Clubs 	With Homestay 	Beach Picnic 	With Homestay 	With Homestay 		

Please note: We reserve the right to make changes to the programme if required. * New students follow the intake procedure Mondays from 08.45 – 12.15 hours.
JJ 18.02.22 J:\Activities\2022\Timetables\C-2.20

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MY ROLE AS A HOMESTAY FAMILY/ LEGAL REQUIREMENTS & OBLIGATIONS

VISITORS' BOOK

After welcoming your student in your home, you will need to make an entry into your Visitors' Book to comply with Home Office regulations. You will need to record the following information about your student into your Visitors' Book:

- full name
- home address
- arrival date
- departure dates
- passport or identity card document number
- forwarding address (if different from home address)
- telephone number

The student must sign the Visitors' Book. You must keep this information for a **minimum period of twelve months** after the student has departed. You may wish to use the Visitors' Book template in Appendix A

Use this time to share with your student some important information.

- Your telephone numbers
- Anglo-Continental Emergency telephone number
- Household routine and rules
- Fire escape plan for your home
- Meal times
- Curfew times
- Nearest bus stop, bus numbers and times
- Wi Fi password
- GP Surgery address

RIGHT TO RENT

The homestay family may be asked to prove that a student who stayed with them was under 18 years old. Therefore, documentary evidence of their age (copy of an identity card or the information page of a passport) should be kept for a period of 12 months after the student has left.

GAS SAFETY REGULATIONS

When hosting a student, you are accepting full responsibility for arranging maintenance by a Gas Safe Registered engineer for all work carried out on boilers, gas appliances and flues. This is a legal requirement for all families hosting international students. Without a current, valid Landlord Gas Safety Certificate, you are breaking the law and are, therefore, liable to prosecution. Anglo-Continental will require from each homestay family on an annual basis, a copy of their valid **Landlord Gas Safety Certificate** in order for them to host students. Confirmation of annual boiler insurance/service plans cannot be accepted in place of a Landlord Gas Safety Certificate.

SMOKE AND CARBON MONOXIDE REGULATIONS

Every homestay family is required to provide at least one smoke alarm on every storey of their property, install a carbon monoxide alarm in any room where solid fuel is used and ensure that the alarms are regularly tested and are in working order at all times.

Further information is available from Dorset & Wiltshire Fire and Rescue Service, at www.dwfire.org.uk. Alternatively, if you would like to book a 'Safe and Well' visit for your home, or you have any issues with your smoke alarms, please call the Dorset & Wiltshire Fire and Rescue service on Freephone 0800 038 2323.

FIRE ESCAPE PLAN & RISK ASSESSMENT

In the event of a fire, all homestay families must ensure that they have in place a written Fire Escape Plan for their home. Anglo-Continental can provide a template form for this. One copy of the plan must be given to Anglo-Continental to be kept on file and one copy should be kept by the homestay family and shown to students.

Students should be advised of the details of the Fire Escape Plan within 24 hours of their arrival. As best policy, this plan should be explained and practised with everyone in the homestay.

Further information on smoke alarms and planning a suitable Fire Escape Plan can be found on the Dorset and Wiltshire Fire and Rescue Website: www.dwfire.org.uk by clicking on 'Your Safety', then 'Safety at Home' and finally 'Plan your Escape'.

Homestay families are also required to complete a risk assessment for their property. A **Risk Assessment** form must be filled out and supplied to Anglo-Continental to be kept on file. Anglo-Continental will provide a template form for homestay families to complete.

HOMESTAY FACILITIES AND SERVICES

CONDITIONS FOR THE PROVISION OF HOMESTAY ACCOMMODATION

THE HOUSE AND CLEANLINESS

The students must be allowed to use all communal areas of the house in the same way as your family. While hosting your student, please ensure that your home is clean and tidy with acceptable standards of comfort. Anglo-Continental reserves the right to spot check a homestay family if it is reported that standards are not being maintained.

STUDENT'S ROOM

Anglo-Continental undertakes to provide each student with his/her own suitably furnished bedroom, which must be approved by our Viewing Representative. Rooms that have not been specifically approved by Anglo-Continental must not be used and failure to comply with this will result in the student being moved from the homestay family with immediate effect and an administration charge of £60 per student will be deducted from the homestay family's next payment.

The room must be in a good state of cleanliness and repair, have an acceptable level of privacy and adequate heating. The room should be sufficiently spacious with natural light (windowless rooms are not acceptable), equipped with a standard sized bed and mattress (camp beds, bunk beds, futons and sofa beds are not acceptable) and adequate hanging and drawer space for clothes.

If the room is situated on one of the upper floors of the house, there must be access in the form of a permanent staircase (loft ladders are not acceptable). We do not accept annexes that are not an integral part of the home as suitable student accommodation. In addition, the student must not be asked by the homestay family to share a room with another student from Anglo-Continental or with a student from another school unless this is agreed in advance.

The student's room must not contain any of the host family's personal possessions or items of storage, as it must be for the sole use of the student. Your student is expected to keep the room tidy, but he/she is not expected to clean it. You must clean the room. **You must provide and change the bed linen and towels at least once every week.** There must also be a suitable supply of duvets or blankets

MEALS

The rates paid to the homestay family include meals as detailed in the Homestay Accommodation Rates of Payment. Meals should be provided as agreed and will offer a varied and well-balanced diet. You should provide a substantial breakfast according to the student's requirements and this should include a choice of cereals, toast and a drink of either fruit juice or tea/coffee. A packed lunch should include two rounds of sandwiches/rolls, fruit or yoghurt, crisps, a chocolate/cereal bar and a drink. The evening meal should consist of two courses with meat/fish, vegetables/salad, rice/potatoes/pasta, and dessert/fruit.

SHOWERS/BATH

Your student must be allowed at least one shower or bath each day at a reasonable time (between 06:00 and 22:00). Bathrooms must be kept clean and tidy.

HEATING

The temperature in the house should be maintained at a warm, comfortable level especially during the winter period. Please consider that your student may come from a warmer climate and so may feel cold in temperatures acceptable to people who live in England. Under no circumstances should you ask your student to pay additional heating charges.

LAUNDRY

Laundry services are included in the homestay accommodation fees.

INTERNET

Please ensure that your internet is freely available for your student and have the Wi Fi password readily available. Your student is not to be charged for the use of Internet.

Parental controls must be put in place to protect the online safety of our students.

For further guidance, please visit: www.thinkuknow.co.uk

GENERAL RESPONSIBILITIES

THE RESPONSIBILITIES OF THE HOMESTAY FAMILY

PRIVACY

Your student is entitled to exclusive use of his/her bedroom at the homestay accommodation. Access for the homestay family is not permitted, unless for the purposes of cleaning the room / changing the bed linen or previously agreed.

FAMILY LIFE

Your student is asked to conform to the customs and routines of the household. Similarly, your family is asked to ensure that the student is warmly welcomed as a member of the family, and that the differences in his/her background are considered. Particular attention should be paid to the requirements of religious faith, social customs and attitudes.

You and your family must help and encourage your student to converse in English as much as possible to improve his/her understanding of the language and to assist him/her in immersing in the English way of life. If English is not the mother tongue of the homestay family, then you must ensure that only English is spoken when the student is at home.

It is at your discretion to allow your student to bring guests to visit or to stay overnight in your home. Students should be made aware that, in all circumstances, guests are only allowed to visit with your expressed permission.

INSURANCE

There will, of course, be a certain amount of wear and tear and the possibility of accidental damage to your home when hosting students. Ensure that your household insurance provides adequate and appropriate cover. Anglo-Continental cannot accept liability for any claim in respect of damage caused by students, whether by accident, negligence or design. If damage to your home does occur, then you are asked to negotiate directly with your student and to agree a reasonable amount to replace or repair the item in question. A Personal Liability Insurance policy would protect the homestay family against any claim which a student might make against any member of the family. You are advised to contact your insurance company for advice.

HOUSE RULES AND INFORMATION

It is appreciated that it might be necessary to have certain house rules, but our experience has shown that rules posted in bedrooms harm the family atmosphere. You are asked to explain house rules to the student and a degree of flexibility would be appreciated in applying them.

SUPERVISION

Many young people attending the courses at Anglo-Continental are away from home for the first time. It is important, therefore, that they should be welcomed, supervised and cared for as members of the family.

All students under the age of 18 require supervision and certain restrictions are imposed on them to ensure their safety and well-being.

Students must adhere to the strict guidelines regarding curfew times, school attendance and returning home for dinner every day. We ask that the homestay family inform the school if a student breaks the rules. Students who fail to comply with the rules will be subject to disciplinary procedures and may be expelled.

Students under 18 must return home for dinner. If a student does not return to the homestay for dinner, please email the school and this will be picked up the following day.

If you are moving home, planning structural alterations or redecorating your home while you are hosting your student, then Anglo-Continental must be advised in advance. We will then consult with your student and determine whether he/she wishes to remain with you during this period of upheaval. If you are moving home, Anglo-Continental must be notified of your new address and your new home must be approved by Anglo-Continental for use.

ALTERATIONS TO THE HOME/MOVING

If you are moving home, planning structural alterations or redecorating your home while you are hosting your student, then Anglo-Continental must be advised in advance. We will then consult with your student and determine whether he/she wishes to remain with you during this period of upheaval. If you are moving home, Anglo-Continental must be notified of your new address and your new home must be approved by Anglo-Continental for use.

CHANGES

Anglo-Continental maintains an up-to-date picture of the homestay and family life that you can offer to our international students. Please inform the staff in Student Services – Homestay department as soon as possible, of any changes to your household, so that our database can be kept as accurate as possible.

This assists our staff in placing the most suitable student(s) in your home.

BRITISH COUNCIL REGULATIONS

Homestay families must strictly adhere to The British Council's ruling of a maximum of four paying guests (not only students) per household. Additionally, no students can be placed in homes where there are others with the same mother-tongue, unless specifically requested by the student.

Sometimes a student may wish to be the only one accommodated with the family. Anglo-Continental must therefore be kept informed of the presence of other students or paying guests in the home, either from other organisations or booked privately.

If it should come to the attention of Anglo-Continental that a homestay family fails to comply with these regulations and there is a need for the school to remove one or more of our students, then an administration charge of £60 per student will be deducted from the homestay family's next payment.

COMMUNICATION WITH THE STUDENT

If the homestay family receives an email from the student or the student's parents/guardians prior to arrival, then please reply warmly and in a welcoming manner to help re-assure the student about their stay with you. Experience has shown that it is a good idea to obtain the mobile telephone number of the student at this time.

SCHOOL ATTENDANCE

Anglo-Continental insists on punctual and regular attendance at school. Any absences are only permitted for legitimate reasons. A student who is absent without a legitimate excuse are warned by the school that irregular attendance will be recorded and, if it continues, may lead to the student being asked to leave the school. Students must attend a minimum of 80% of his/her classes in order to receive his/her Certificate of Studies.

HOMEWORK

All students are required to complete a certain amount of homework and therefore require facilities at home for private study. A table should be made available in the homestay for private study. It will be of great assistance to the student if he/she is able to work quietly in his/her time.

GENERAL RESPONSIBILITIES / OVERCOMING CULTURAL DIFFERENCES

ILLNESS OR ACCIDENT

Students will need your help to register at your family GP and this should be done when they first arrive at your homestay. They will need their passport/ID, and a 'doctor's letter' from the school (which they can get from Student Services). Students who have paid an Immigration Health Surcharge (IHS), (approx. £300 per year) will also need to show their Biometric Residence Permit (BRP) for NHS care.

Students are normally covered by the NHS for **EMERGENCY** medical treatment at A&E, however if they are transferred to a ward they might be charged. Anglo-Continental strongly recommends that all students have travel/health insurance in place prior to arriving in the UK.

If your student is ill or has an accident, the homestay family is asked to call 111, or your GP, or if necessary to take them to A&E and notify Anglo-Continental immediately (using the emergency telephone number if out of school hours).

For further information and advice from the UK Council for International Students Affairs:

<https://www.ukcisa.org.uk/Information--Advice/Studying--living-in-the-UK/Health-and-healthcare>

OVERCOMING CULTURAL DIFFERENCES

It is not uncommon for students and homestay families to have misconceptions about each other's cultures. What you may consider rude or unacceptable may be normal behaviour in the student's culture and vice versa. It is important to communicate clearly with your student.

What challenges might the student experience during their stay?

- Homesickness and loneliness
- Culture shock
- Language barriers
- Homestay/student differences
- Different rules and expectations from their own home/country
- Food expectations

What should I do?

Talk to the student and keep communication open
Encourage the student to talk about how they are feeling
Remain patient and understanding
Encourage the student to talk to the Student Support Team
Help the students to find interests to become involved in during their stay
Ask them what types of food they enjoy

CULTURE SHOCK

This can best be described as realising that your familiar ways of behaving are no longer appropriate. The students find themselves in a foreign culture, where people

relate to different expectations, where language is different and where the rules for polite and socially acceptable behaviour may bear no resemblance to what they have been used to in their own society. Culture shock may appear at any time within the student's stay and can occur on more than one occasion. The severity of culture shock and the duration that the student feels it can be influenced by such factors as individual personality, the relationship between the host family and student, stresses such as a forthcoming exam and changes in sleeping and eating habits.

SYMPTOMS OF CULTURE SHOCK INCLUDE

- Complaining about feeling unwanted or misunderstood
- Withdrawing and easily becoming moody and irritable and ignoring rules
- Becoming defensive or argumentative over innocent remarks
- Spending hours in the bedroom isolating from the homestay family and friends
- Wishing to be home where people understand
- Frequent and lengthy phone calls home
- Changes in appetite, sleeping patterns and becoming depressed

To help overcome culture shock, explain to your student what culture shock is and that these feelings are normal and temporary. Be as sympathetic and as understanding as possible – this is not a reflection of you as a host family. Encourage the student to talk about these feelings with other students or the Student Support team at Anglo Continental. Offer the student some 'one-to-one' time – going out for a tea or coffee, a walk, sharing quality time talking about the student's family and friends back home.

STUDENT'S WELFARE

PREVENTING EXTREMISM AND RADICALISATION

Anglo-Continental is committed to providing a secure environment for students, staff and homestay families. Extremism is holding extreme political or religious views, which may deny rights to any group or individual. Radicalisation is the act or process of making a person more radical or favouring extreme or fundamental changes in political, economic or social conditions, institutions or habits of mind. Extremist organisations can develop and popularise ideas, which create an environment towards violent extremism and terrorism.

The role of staff and homestay families is to promote the values of:

1. Democracy
2. Rule of Law
3. Individual liberty
4. Mutual respect and tolerance for those with different faiths and beliefs

It should be noted that extremism can refer to a range of views, e.g. racism, homophobia, right-wing ideology, as well as any religious extremism. At Anglo-Continental, we encourage students to respect one another and to respect and tolerate differences.

There is no place for extremist views of any kind at Anglo-Continental. Our students should see our school and our homestay families as safe places, where controversial issues or events can be explored safely and we have a duty to ensure that this happens and that no students are marginalised in any way. We also recognise that if we fail to challenge extremist views, we are failing to protect our students, homestay families and staff. Extremists of all persuasions aim to develop destructive relationships between different communities by promoting division, fear and mistrust of others based on ignorance or prejudice.

Homestay families should be alert to disclosures by students of their exposure to extremist actions, views or materials such as; students accessing extremist material online or voicing opinions drawn from extremist ideologies and narratives; changes in behaviour, e.g. becoming isolated; attempts to impose extremist views or practices on others and displaying anti-western or anti-British views.

All families will be asked to complete a **Channel General Awareness online course**, which will be sent via email with the appropriate link. Once completed please submit a certificate as proof of completion to Student Services – Homestay.

<https://www.elearning.prevent.homeoffice.gov.uk/screen2>

Please contact the designated welfare officer if you have any concerns, alternatively, advice can be sought from

Jonathan Jeffery – Designated Lead Safeguarding Officer
01202 411813
jjeffery@anglo-continental.com

Rina Loder – Student Support Counsellor, Deputy Safeguarding Officer
01202 411834
rloder@anglo-continental.com

SAFEGUARDING AT HOME

Interaction between students and children of the homestay family should only take place in communal areas. As best practice, it is advisable that the homestay's children do not enter a student's bedroom and students on arrival are informed that bedrooms belonging to any member of the homestay family are out of bounds.

SAFEGUARDING GUIDELINES

The purpose of the following guidelines are to raise awareness of safeguarding issues within a homestay family setting and to ensure that you know what you must do if a disclosure is made, or if you suspect abuse or neglect. These guidelines refer to any student under the age of 18 or an 'Adult at Risk'. An 'Adult at Risk' is a student who is 18+ and is receiving health care, has a disability and who is unable to take care or protect themselves against harm or exploitation. Homestay families have a 'duty of care' to ensure the safety of young students or an adult student who is at risk.

Safeguarding issues usually cover six main forms of abuse. They are:

- Physical** Physical abuse can sometimes be difficult to spot as the victim is often embarrassed of any bruising/marks on his or her body and may seek to hide these signs; giving children alcohol or inappropriate drugs is also termed as physical abuse.
- Sexual** This is the most recognised category and also covers any pornographic-related offences, along with grooming. Homestay families should be aware of the dangers of social networking sites on the internet.
- Neglect** This involves a failure to provide warmth, food, clothing, appropriate medical care and protection from physical harm.
- Emotional** This includes the inappropriate use of criticism or threats as well as verbal or cyber-bullying.
- Bullying** Deliberate, hurtful behaviour, which can be verbal, physical or written and which can be difficult for those being bullied to defend them against. It can be covert and very subtle.
- Discriminatory** Abuse motivated by discriminatory attitudes towards race, religion, gender, disability or cultural background.

If a student discloses to you that he or she is being or has been abused, you have a legal duty to pass this information on and in these circumstances, you cannot be bound by confidentiality. Action must always be taken in these circumstances. Listen carefully to what the student is saying and stay calm. Only ask questions to clarify what is being said. Write a short report on the main points, which should include details of the incident, using as far as possible the student's own words and information on dates, times and places.

Tell the student that they are doing the right thing by disclosing this information and re-assure them that it will only be passed on to people that need to know and that you now need to contact Anglo-Continental. If this occurs, please contact the Safeguarding Officers

Rina Loder	01202 411834	Monday to Friday, 08.30 to 16.30 hours
Jonathan Jeffery	01202 411813	Monday to Friday, 08.30 to 16.30 hours
Emergency Line	07831 613193	Outside office hours

All families will be asked to complete a **Safeguarding Training online course**, which will be sent via email with the appropriate link. Once completed please submit a certificate as proof of completion to Student Services – Homestay.

<https://accreditation-uk.english.britishcouncil.org/>

BOOKING PROCEDURES AND PAYMENT

STUDENT BOOKING

Once all the paper works is sorted and approved, you will be added to our homestay register. We will then contact you when we have a student that we think would be well suited to be hosted by you.

Any verbal bookings are confirmed by email to the homestay family. Text message reminders for future student bookings will be sent. If we are in receipt of arrival details for a student, the information will be forwarded to you in the week prior to their arrival. Once a booking has been accepted by the homestay family, the agreement is considered to be firm and binding.

An accommodation week consists of 7 nights usually from Sunday to Sunday. Many of our students enrol for periods of four weeks at a time and renew their homestay accommodation on a monthly basis. Payments for periods of less than 7 days are made on a pro rata basis.

STUDENTS' ARRIVAL

If we are arranging a transfer or your student has advised us of an arrival time then we will be able to provide you with an estimated time of arrival at your home. Though, even the best travel plans can be subject to change. However, not all students inform us of their expected time of arrival in Bournemouth, despite Anglo-Continental requesting this information. If no information is received, arrival at any time on the scheduled date should be assumed.

In exceptional circumstances, if a homestay family has a legitimate reason not to be at home to welcome their student on arrival, they must inform Anglo-Continental so that appropriate arrangements can be made.

CANCELLATION OF A BOOKING BY A HOMESTAY FAMILY

When accepting a booking, please be aware that while it is understood that occasionally hosts have to cancel due to family emergencies, we do not expect our homestay families to cancel (even with several weeks' notice) unless it is absolutely unavoidable. A cancellation causes anxiety for your student who has prepared him/herself for their homestay family away from home. Records are kept when homestay families cancel their students and this will have a bearing on future bookings.

NON-ARRIVAL/ CHANGE OF DATES

If a student has not arrived by the Monday following the date of the reservation you are asked to notify Anglo-Continental without delay. You are not entitled to receive payments when a student:

- Cancels or postpones his/her course start date
- Curtails his/her stay and leaves with or without notice

If appropriate, when a student cancels or curtails their course, the homestay family will be placed on a priority list to ensure that they are offered the next suitable student. Any changes of dates to the student's booking will be confirmed with the homestay family by email. In these circumstances, the school is not responsible for making payment for food expenses.

EARLY ARRIVAL AND LATE DEPARTURE

If a student arrives earlier than the period specified on the reservation confirmation, please inform the Homestay Department as soon as possible, as additional payments may be required from the student. A student must not depart later than the date specified as we cannot make payment. Anglo-Continental should always be informed of any changes relayed to the homestay family by their students regarding their arrival and departure information.

If a departing student informs the homestay family that they have a late afternoon or evening flight, then the student must not be asked to leave the homestay before their scheduled departure transfer. However, the student can be asked to vacate his/her bedroom if the homestay family has another student arriving later on that day. In this instance, your student should be offered the use of a communal area, such as the homestay family lounge until he/she is due to depart.

CHANGE OF ACCOMMODATION

If a student requests to move out, one full weeks' notice will be given to the homestay family. However, if a situation has arisen that is detrimental to the well-being of the student then the student may be moved immediately. Payment will cease with the departure of the student. If appropriate, the homestay family may be placed on a priority list for the next suitable student.

TEMPORARY ABSENCE/HOLIDAY

If it is necessary for the homestay family to be away during a student's stay, it is important that Anglo-Continental is immediately advised so that arrangement can be made to take care of your student. Anglo-Continental reserves the right to cancel the reservation and cease payment without notice.

METHOD OF PAYMENT

Accommodation fees are paid by direct bank transfer to the homestay family's account on a fortnightly basis from the date of the booking. The first payment will be made on the Friday of the second week of your student's stay, and will cover the first two weeks of the stay or for one week if the student has a one-week booking. After that, payments will follow on a fortnightly basis.

We suggest that the homestay family should maintain a record, for tax purposes, of all payments received.

OVERPAYMENT

If, at any time, the homestay family receives payment in excess of their entitlement, they **must** inform Anglo-Continental **immediately**, so that arrangements to repay the excess amount are confirmed to the school.

PAYMENT DETAILS

HOMESTAY RATES OF PAYMENT 2022 **Contact us for rates**

Young learners (C-Courses) – 10 to 16 years old

Room type	Low Season: 01/01/22 to 19/06/22 and 07/08/22 to 18/12/22	High Season: 19/06/22 to 7/08/22
Single room	-	-
Twin room (twin beds)	-	-
Triple room (three beds)	-	-

Homestay families hosting private fostering students will receive an additional £25 per week, per student.

Vacation (V-Courses) and General (G-courses) – 16 to 17 years old

Room type	Low Season: 01/01/22 to 19/06/22 and 07/08/22 to 18/12/22	High Season: 19/06/22 to 7/08/22
Single room	-	-
Twin room (twin beds)	-	-
Triple room (three beds)	-	-

BOOKING PROCEDURES AND PAYMENT

HOMESTAY REGISTRATION CONDITIONS

PLACEMENTS OF STUDENTS

Anglo-Continental will only place students into homes and rooms which have been approved by an Anglo-Continental representative. It is essential that English will be the language of communication within the homestay family. Under no circumstances does registration of a homestay family guarantee that Anglo-Continental will place students in any given family at any time.

Homestay registration can only be completed upon the receipt of all the necessary documents (as listed on the Homestay Application form) and two references. If we do not receive all the necessary documents plus two references then your homestay profile will be marked as “Pending”.

Homestay families should note that it is not possible to carry out police checks on students who enrol on our English Language courses. Therefore, when agreeing to

host any of our students, homestay families should be aware that they are doing so at their own risk.

ACCEPTANCE OF CONDITIONS

In accepting a booking for the accommodation of a student, the homestay family agrees to these Conditions and gives consent to the disclosure of any relevant information about their home and family to the student and his/her agent/representative or sponsor, making the reservation.

CHECKS FOR HOMESTAY FAMILIES

If the homestay family takes students under the age of 18, they must inform Anglo Continental of any changes concerning people living in their home, e.g. a new police conviction, an adult lodger starting to live in the home or a new partner staying overnight. The adult lodger and new partner will also require an Anglo-Continental DBS Disclosure check.

REVIEW

Anglo-Continental reserves the right to review the Homestay Accommodation Register and to reinspect any homestay family at any time. You will normally be reviewed every 12 - 24 months by one of our Viewing Representatives. **It is a requirement that an Anglo-Continental Viewing Representative sees all rooms in the family home and not just those to be used by the student.**

If the Viewing Representative is refused access to any of the rooms in the property, then the review cannot be completed and the homestay will be removed from our register of approved families. If more than 12 months has elapsed since a homestay family last hosted a student, a review will be necessary before another student is placed. We reserve the right, if such action is deemed necessary, to remove a homestay family from the Accommodation Register at any time, and are not obliged to discuss the reasons for any such decision.

Anglo-Continental also reserves the right to carry out spot checks. If homestay families refuse to co-operate with our staff when trying to arrange a review or a spot check, then it will be necessary to remove the homestay from our register of approved families. Any students will be removed from the family without notice and payment will cease immediately with the departure of the students.

FORCE MAJEURE

It shall be a fundamental condition of the contract between Anglo-Continental and the homestay family that Anglo-Continental shall not, in any way, be liable to the homestay family in the event of a visa refusal, late arrival, non-arrival or early departure of a student by reason of industrial dispute or other cause outside the control of Anglo-Continental.

DATA PROTECTION ACT OF 1998

Under section 7 of the above Act, any adult member of a Homestay Family is entitled to request from Anglo-Continental a copy of personal data held on its database relating to him/her. The request can only relate to an individual member of the family,

must be submitted in writing by that individual to the Student Administration Manager and should be accompanied by payment of a £10.00 administration fee.

GDPR

In order to comply with GDPR regulations, unless we receive your consent to keep your details for longer than two years, any homestay family who does not host students for two consecutive years will be removed from the Homestay Register of approved families. Any such homestay family who wishes to host students again will be required to go through the application process for new homestay families

VALIDITY OF CONDITIONS

These Conditions are valid from 1 January 2022 until further notice. Anglo-Continental reserves the right to make changes to these conditions without prior notification. For the current version of these conditions, visit the website:

www.anglo-continental.com/homestay.html

DISCLOSURE AND BARRING SCHEME

Disclosure and Barring Service (DBS)

The Disclosure and Barring Service (DBS) merged together the functions of the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA) under the Protection of Freedoms Act 2012. It has been established to reduce the risk of harm to children by barring individuals who are unsuitable to engage in regulated activities with children. Homestay families providing accommodation for international students under 18 years of age are classified as providing a regulated activity and so must be checked by the DBS to ensure that they are suitable homestay families.

All homestay family residents over the age of 18 (or over the age of 16 if hosting private fostering students) must have a valid, individual, Anglo-Continental, Enhanced DBS in place prior to students under the age of 18 being placed with them. An informative email with application form will be sent to you and you will be invited to the school to submit the application online and to produce three original documents (as specified in the application form) required to verify your ID and address. These will be scanned and kept securely online in accordance with Data Protection. You will also be asked to sign a consent form and to verify the information that you have given is true and accurate. Each DBS costs approximately £50 which is paid for by Anglo-Continental and is valid for 3 years.*

On an annual basis each homestay resident over the age of 16 is also required to complete and sign the 'Declaration Regarding Suitability to Foster Children Privately (Children Act 1989 IX)' which annually self-certifies that you do not have any convictions against children.

It is imperative that you let us know of any changes in your circumstances which might impact you hosting a student under the age of 18, e.g. a new police conviction, a new lodger or a new partner staying overnight, as we will have to DBS any new residents in the homestay.

Further information on the Disclosure and Barring Scheme can be found on the government website:

www.homeoffice.gov.uk

* If for whatever reason you do not host under 18 years old with us (within 3 years) then you might be required to reimburse this amount.

* If you have made any mistakes on your DBS application which warrants the application to not be processed but charged for then we may have to pass this charge to you.

First Name Family Name

Student Number Passport Number

Home Address

.....

.....

Arrival Date / / 20 Departure Date / / 20

Forwarding Address

.....

.....

Telephone Number

Your Name

Your mobile number

Your house telephone number

Partners' Name

Partners' mobile number

Anglo-Continental's Emergency number 07831 613 193

Home Address

.....

.....

Breakfast time Dinner time

Saturday lunch time Sunday lunch time

Curfew time

Bus stop

Bus numbers

Bus times

.....

.....

WiFi password.....

GP Surgery Address

.....

.....