

Educatius UK Policy for the Safe Recruitment of Host Families

Introduction

Educatius UK is committed to safeguarding the welfare of all young people using its services. Educatius UK has a duty of care to our students. Host Families have certain legal rights and responsibilities in relation to that care. As part of our duty of care, we must do our best to ensure that we place students in accommodation which is safe and with suitable hosts. Care must be taken during the advertisement and recruitment processes.

Advertisement & Recruitment Procedure

1. Advertisements are placed locally for families to host international students. Such advertisements must be approved in advance by the Educatius UK Head Office.
2. Potential Host Families who respond to the advertisement should be sent a pack of documents to explain what Educatius UK do, who we are, what the terms of hosting are and what the recruitment process is.
3. A visit should be conducted by at least one member of staff, usually the Local Coordinator for the area. They will assess the home, local area the family for suitability for hosting international students. They should consider issues relevant to student safety, comfort and ability to study. If not all adults are present during the initial visit, the Local Coordinator should return for a follow up visit to meet them. The Local Coordinator should take the Home Assessment checklist with them (Appendix 1).
4. If the Local Coordinator feels that the Host Family are suitable to host and the family wish to continue with the recruitment process, they will be provided with a GoZapp login. They will then be able to begin the formal written application to host.
5. The Local Coordinator will request the information and documentation required to complete enhanced DBS checks for all Host Family members over the age of 16. On receipt of the documents, Educatius UK will arrange for the DBS checks and referencing checks to be completed.
6. No student will be placed in the Host Family home until all checks have been completed.
7. If a DBS check does not come back 'clean' then this must be discussed with the Designated Safeguarding Lead and the Host Family before a student can be placed within the family. A record will be kept of the decision.
8. All adults within the Host Family home must also sign the Educatius Host Family Member Declaration. In line with the Children's Act 1989, the declaration and consent form establishes that there are no previous issues relating to child safeguarding and welfare. The declaration can be seen in Appendix 2.
9. All Host Families must be visited by the Local Coordinator at least once per year. The Local Coordinator must also endeavour to update the Host Family profile if there are any changes to Host Family setup.

10. The Local Coordinator must always remain approachable to students who have any problem with their accommodation. They should listen carefully and respond respectfully. If there are any concerns, the Local Coordinator should discuss these with the Welfare Manager.

Enhanced DBS checks

- All members of the Host Family over the age of 16 will be required to have an enhanced DBS check.
- Following British Council guidelines, Educatius UK will accept an existing enhanced DBS check providing:
 - The DBS check is less than 12 months old.
 - The DBS Check is for a similar post.
 - There are no unexplained gaps in a person's employment – a DBS check will not be used if there has been a break of more than three months in service.
 - The person's identity has been checked to ensure it matches the DBS check.
 - The existing check has been carried out with an organisation known to Educatius UK whom are able to confirm the status of the DBS is still correct to their knowledge.
 - Educatius UK are able to see the original DBS check certificate.
- In line with the DBS code of practice, we do not retain the DBS disclosure itself but will keep a record of its number and issue date. Only Host Family members themselves will keep a copy of their own DBS certificate.
- Educatius UK aims to ensure that DBS updates are issued at least once every three years.

Host Family Responsibilities

- All Host Families are required to sign the Educatius UK Host Family Agreement on an annual basis (Appendix 3).
- For a full account of the responsibilities of the Host Family, please refer to the Educatius Host Family Agreement.
- Host Families are not able to host with alternative providers whilst hosting Educatius UK students, unless agreed in writing.
- Educatius UK students requiring Host Family accommodation will be a minimum of 16 years old.

Multiple Placements

- Educatius UK stipulate that there will be a maximum of two students per Host Family home. Where there are two students within a placement, it is agreed that:
 - Host Families do not host students of the same native language.

- Male and female students will not share a bedroom.
- Host Families will not host a child student and an adult student simultaneously.