

APPENDIX 5 - SAFEGUARDING THE HOMESTAY

Welfare and Implementing Safeguarding Policies

Children under the care of Berkeley Guardians are encouraged to look after each other and to pass on concerns to our staff. Children are made aware of this through their first day induction, the Pupil Handbook and reminded through WhatsApp messaging service.

Berkeley Guardians staff members are in daily contact with each other through telephone and email to discuss concerns about individuals informally. More formal discussions about welfare and safeguarding take place at weekly meetings. Berkeley Guardians are also in regular contact with the individual schools for updates on the child's wellbeing.

Berkeley Guardians staff members who work in outreach (as area managers etc) will be known as Guardian Angels to those children they care for.

Host Family Allocation

Children of the opposite sex are not permitted to share a room and suitable safeguarding measures are put in place to ensure the child has sufficient privacy from other children within the home. The parent/carer must also be made aware of this arrangement and give their consent and the only exception is if parents make a request for siblings to share a room.

Children of the same sex are permitted to share a room, but adequate measures should be in place to ensure their privacy and risk assess them sharing. Their parent/carer must consent to this.

Children must have their own bed and not share with another child. Children must have access to a bathroom which has a locked door.

No more than 3 children from Berkeley Guardians or any other Guardian Agency can be placed in a host family at any one time unless in emergency circumstances.

Berkeley Guardians will ensure that as far as reasonably practicable that the Host Family will **not** host any other children from any non-AEGIS registered organisation or independent paying guests whilst they have one of our children staying with them.

Berkeley Guardians will ensure as far as reasonably practicable that when our children under the age of 16 are within the homestay, no young person over the age of 18 will be hosted either from any other Guardian Agency/organisation or independent person.

We accept the DBS online update facility and encourage our host families to take this on as it enables BG to check their DBS annually.

Accommodation

Host Family accommodation for U18s is managed by Berkeley Guardians. Detailed guidance on the following areas is given in other documents:

Health and safety checks on all new host families, including fire alarm/evacuation checks	Host Family Handbook Certificates required and are kept on file
Health and safety checks on existing host families, including annual fire risk assessments and gas safety checks	Host Family Handbook All host families are inspected annually to ensure the fire evacuation plan is appropriate, enforced and that all fire prevention is in working order.
Appropriate conduct for homestay families hosting U18s	Host Family Handbook Induction procedures
Safeguarding course for all homestay adults	This is taken online through Three Rivers (company run by Adam Lubbock (Chair of AEGIS))
Conduct and rules for U18 children	Parent/Carer Agreement on conduct and rules for U18 children, Pupil Handbook
Enhanced DBS and checks taken on all adults over 16 years living in the home	DBS is taken online and Berkeley Guardians does not hold the certificate
PREVENT guidance	PREVENT online course is a demand placed on all host families
Private Fostering regulations	Host Family Handbook <i>Whilst this is mentioned Berkeley Guardians do not become involved in this area and have never had a host in this position</i>
Unsupervised activities for U18s	Parental/Carer Agreement on conduct and rules for U18s, Pupil Handbook, parent/carer consent form for unsupervised activities

Private Fostering Arrangements

If a child under the age of 16 (under 18 if disabled) is cared for 28 days or more by someone who is not their parent or a close relative this is deemed a private fostering arrangement and Children's Social Care for the relevant area must be notified. If this is the case for a host family, Berkeley Guardians will liaise with them to ensure that Social Care is informed and that all necessary procedures are followed.

NB -this has never been required by Berkeley Guardians of any of our host families to date

Social Activities

To maintain a safe supervision ratio for social activities, we consider each activity and each group of children individually, taking into account the nature of the activity and the age, gender, language level and needs of the child, in line with the level of risk identified in the risk assessment. Whilst age-based guidelines can be helpful, the specific needs of each group are constantly assessed and considered.

For social activities, Berkeley Guardians observes the following ratios (this may be reduced depending on the format of the group):

- 1 adult for every 15-20 children aged 11 to 17
- 1 adult for every 10-15 children aged 8 to 10

Berkeley Guardians are aware that dangerous activities such as climbing may require more adults to supervise U18s safely and these are risk-assessed individually.

Only children aged 16+ are allowed to have unsupervised time on social programme events; younger children may have continual/partial adult supervision, depending on individual circumstances, which are evaluated in risk assessments. At the start of an outing, U18 children are made aware of key contact phone numbers they can use if necessary.

Unsupervised Outings for u18s

U18s are not allowed to go on unsupervised outings outside the town/city of their host family without the permission of both Berkeley Guardians and parent/carer.

The procedure for obtaining permission is as follows:

- Parent/carer email the completed 'consent form for activities/trip' to Berkeley Guardians
- Berkeley Guardians carries out a risk assessment of the activity's suitability
- Berkeley Guardians advises the child, the host family and parent/carer about whether we think the activity is appropriate/safe

Transport

Berkeley Guardians requires all contracted transport companies to confirm in writing that their drivers are DBS checked. Any Berkeley Guardians staff drivers or host families are also DBS checked.

Berkeley Guardians ensures that any vehicle used for the purpose of transporting children is insured, taxed, regularly serviced and MOT checked.

Procedures for transporting children in staff and host family vehicles are detailed in the Parent and Host Family handbooks.

First Aid, Medical Conditions and Disabilities

All children/parents/carers are required to give Berkeley Guardians information about medical conditions and/or disabilities on the application form. This information is passed on to Berkeley Guardians Directors, who will draw up (where required) an appropriate care plan for the child with their parent/carer and, where appropriate, the family's own medical practitioners. This plan is agreed upon with the relevant host family, relevant staff and the child's parents/carer before the child's arrival.

Untrained Berkeley Guardians adults are not allowed to administer any prescribed medicine to any child without the prior agreement of parent/carer and, where necessary, medical professionals. Any prescribed medicines kept by Berkeley Guardians or Host Family for the child will be kept in a secure place. *Host Families are asked to take First Aid courses.*

Any child needing medical attention will be accompanied by a responsible Berkeley Guardians adult if required by the school or during the holidays with homestays.

First aid is available by Berkeley Guardians staff and host families. An accident book is also kept Berkeley Guardians online and will be completed where necessary and appropriate action taken. One director is currently first aid in the workplace trained.