

# Boarding Policy and Guidelines

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## 1. School Organisation

For details of the school, ownership, governance, leadership and management please refer to the school's website at [www.southdevonsteinerschool.org](http://www.southdevonsteinerschool.org).

We do not discriminate against students on grounds of gender, race, nationality, language, religion or disability: in the case of students with particular learning or other disabilities, advice may be sought from colleagues as to whether we can offer a positive experience at our school (for details refer to 9.5 – Health and Welfare).

## 2. Purpose of Boarding Facilities

South Devon Steiner School offers boarding placements to enable students from our sister Steiner Waldorf Schools abroad or other applicants sympathetic to our school ethos to study for a term or longer at our school to experience life, culture and society in England. The emphasis is on the cultural and social experience.

Boarding students at South Devon Steiner School are of either gender and vary in age between 14 and 18 years during term time and 14-18 years during the Summer Language School.

## 3. Remit of Boarding Policies and Guidelines

These Policies & Guidelines apply to all "Boarding students" at South Devon School, irrespective of age, whose attendance at South Devon exceeds 28 days.

Generally, they are not relevant for students who only attend the Summer Language School as the Summer Language School does not exceed 28 days.

## 4. The Visiting Student Coordinator & Summer Language School Coordinator

The Visiting Student Coordinator carries day-to-day responsibility for all aspects concerning the boarding of students within the School.

During term time, acceptance of overseas students into the school is the responsibility of the Visiting Student Coordinator, who is also responsible for finding a suitable boarding family (known in the school as a 'host family') and implementing and supervising all necessary boarding arrangements.

In preparation of and during the Summer Language School which is run every year by the South Devon Steiner School with a duration of four weeks during the summer holidays, these tasks are carried out by the Summer Language School Coordinator.

The tasks of the Visiting Student Coordinator are to:-

1. Recruit new host families and ensure all Safe Recruitment procedures are completed.
2. Inspect current host family homes yearly, fill in a risk assessment and initiate necessary amendments and changes accordingly.
3. Place boarders with host families.
4. Advise and assist host families as to their responsibilities.
5. Liaise with Boarders, their parents and host families.
6. Ensure that all Boarders, parents of boarders and host families receive and are aware of the relevant information regarding responsibilities, emergency and complaints procedures, personal records etc.
7. Receive concerns and complaints from boarders, their parents and host parents and deal with them as necessary.
8. Be responsible for any emergencies arising as a result of a boarding situation, and, if necessary, refer the situation to other members of school staff or outside agencies as appropriate.
9. Initiate the statutory checks for relevant convictions of members of host families.
10. Liaise with Social Services as appropriate regarding any relevant statutory regulations and attendance of students under 16 years of age.
11. Receive inspection reports from the School Inspection Service (SIS) and/or Ofsted, review them with the relevant host families and report to the school coordinators.

## **5. Recruiting new host families**

host families are mostly current parents at the school, but some are recruited from the wider community. Each year a meeting is held for families who wish to be considered as host families. Information is supplied about all that being a host family entails.

Potential host parents must complete an application form provided by the school, and give details of two referees who will be asked to provide a reference of suitability.

The Visiting Student Coordinator supplies a copy of the detailed policy & guideline documentation to the prospective host parents for implementation of the relevant facilities (accommodation, health & safety, insurance, telephone).

The prospective host families home is inspected by the Visiting Student Coordinator, who must satisfy herself that the host families understand their welfare responsibilities. Written records are kept by the Visiting Student Coordinator of all stages of this process.

If the family and their home are deemed to be suitable, the Visiting Student Coordinator initiates the necessary statutory checks, which are then handled by the Personnel Officer. Statutory checks include all adults living permanently on the premises or visiting the household regularly. They also include any siblings

or other persons over 16 who live on the same premises as the Boarders. Safer Recruitment procedures are followed at all stages.

Successful applicants will be asked to sign a contract, detailing the tasks and responsibilities involved in this role.

## **6. Accommodation, Health & Safety, Insurance**

### **6.1 General Safety**

1. The school ensures compliance with relevant Health and Safety laws by referring to and implementing their Health and Safety Policy which can be accessed on the school's website.
2. The school premises and facilities as well as the host family accommodation provided are maintained to a standard such that, so far as is reasonably practicable, the health, safety and welfare of the students are ensured (please see 4.2, 6.2 and 5 for details).
3. The school ensures that the welfare of pupils at the school is safeguarded and promoted by the effective implementation of a written risk assessment policy. Appropriate action is taken to reduce any identified risks.

All boarding homes should be maintained to a reasonable standard of decor, hygiene, cleanliness and safety. The following minimum requirements and standards must be available and maintained:

### **6.2 Accommodation**

1. Each boarder should have a single bedroom which should be well lit and heated. (Occasionally two students of the same gender may share a large double bed room). Bedding should be suitable, clean and sufficiently warm.
2. Adequate storage facilities for personal clothes and belongings.
3. Adequate facilities for personal hygiene. The bathroom which is used by the Boarder must be lockable and reasonably accessible from the sleeping accommodation.
4. Adequate space for doing homework, and a desk or table and chair in the bedroom or other quiet room.
5. Use of a telephone located in such a way as to enable the boarder to make and receive calls in private.
6. In general, boarders should be able to enjoy all facilities of the house within the limits of respecting everyone's need for privacy and quiet.
7. Within reason and in agreement with the host family, boarders may decorate their room with personal items as well as suitable photographs or posters. These items must be arranged in a way that they do not damage or dirty any part of the room.

8. The host family ensures that their boarding facilities are protected from access by unauthorised persons and that boarding accommodation is reserved for the use of those students designated to use it.
9. All boarding accommodation is must be appropriately lit, heated, ventilated, cleaned and maintained. The Visiting Students Coordinator carries our regular checks to ensure that all above cited standards are being met and maintained.

### **6.3 Fire Safety**

- 6.3.1 Smoke detectors should be in place in hallways and landings.
- 6.3.2 A fire blanket should be available in the kitchen.
- 6.3.3 Emergency torch(es) in hallways are strongly recommended.
- 6.3.4 Fire detecting and fighting equipment should be regularly tested.
- 6.3.5 Alternative fire exits should be pointed out.
- 6.3.6 Boarders and other new members of the household should be instructed on the fire procedures and the handling of the fire blanket within the first days after arrival.

### **6.4 Gas & Electrical**

1. All gas installations in the home should be regularly serviced by qualified persons.
1. Installation and maintenance of main electric systems must be carried out by a qualified person.
2. Any signs of unsafe electrical equipment must be followed up and, if necessary, rectified (worn cables, loose connections, contact problems, overloaded sockets etc.).

### **6.5 Flooring**

1. Any loose or protruding floor tiles are to be rectified.
2. Carpets (particularly stair carpets) must be well secured.

### **6.6 Medicines and Hazardous Substances**

1. There must be a First Aid box in the home, which is kept out of the reach of young children. The boarder must know where it is located.
2. Hazardous substances (such as fuels, bleach, toilet cleaners, disinfectants, detergents, laundry cleaners, paint and paint thinners, etc.) are to be stored in safe locations, away from fire and out of reach of young children.
3. Emergency telephone numbers (999 for Fire and Ambulance, GP, School, host parents' work and mobiles etc.) must be readily available by the telephone. The boarder must know where they are located.

## 6.7 Boarder's Possessions

Valuables which have more than sentimental value are the responsibility of the boarder. While the host parents will have adequate insurance and are trustworthy, we advise that students minimize any valuables brought. If the boarder is concerned about valuables, we recommend that the boarder's parents take out appropriate personal insurance.

If the boarder wishes to keep sentimental but not valuable possessions in a locked box or cupboard then the boarder has to provide such a facility.

We respect the personal belongings of our boarding students. However, should the need arise to search a boarder's possessions due to a safeguarding concern regarding the possession or use of prohibited items such as

- knives or weapons
- alcohol
- illegal drugs
- stolen items
- tobacco and cigarette papers
- fireworks
- pornographic images
- any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the pupil)

the school will follow the government guidelines on searching, screening and confiscation in a school context published here:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/554415/searching\\_screening\\_confiscation\\_advice\\_Sept\\_2016.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/554415/searching_screening_confiscation_advice_Sept_2016.pdf)

## 6.8 Insurance

The school's liability insurance only covers the boarder's time at school. Host parents should, in their own interest, check with their insurers that their policy also provides public liability cover for the boarder outside school hours.

Optional medical and/or accident insurance for the boarder is the responsibility of the boarder's parents.

## **7. Placement of Boarders**

When arranging boarding placements, gender, age, culture, religion, language and the boarding student's own family composition are all taken carefully into account to find the most appropriate environment for the student. The basis for the matching of a boarder with a host family is:

1. The Visiting Student Coordinator's familiarity with type and life style of the approved host families.
2. Information on the student gathered through the Enrolment Form, Parental Consent Form, teacher's recommendation and the health statement from the student's doctor.
3. Students are usually placed singly in families, but sometimes a family will have two students of different nationalities if their circumstances allow this. Two students of the same gender may be asked to share a room.
4. The Visiting Student Coordinator ensures that all host families have sufficient detailed information on the student to enable them to fully meet the needs of the student they are proposing to accommodate. Similarly, the Visiting Student Coordinator ensures that the student and his/her parents have a sufficiently detailed picture of the host families where the student will stay, through a host families profile sent out approximately six weeks before arrival.
5. Written records will be kept of all phases of the placement process and its subsequent reviews.

## **8. Inspections**

SIS/ Ofsted will carry out an inspection of South Devon Steiner School's boarding arrangements regularly. Visits to all host families form part of their inspection procedure.

## **9. Care Practice**

### **9.1 General**

For many aspects of a boarder's living situation in the host families only guidelines and minimum requirements can be laid down. Parents and host parents will often need to negotiate together specific practices appropriate for the particular boarder and the host families.

It is expected that a boarder be welcomed into the host family's home as a member of the family. It is hoped that the boarder reciprocates this by showing his/her respect for the host family's way of life. The relationships, which thus develop, can prove to be mutually enriching.

It is essential that all host parents uphold and support the educational and social aims of the school (punctuality, homework, dress etc.). Boarders should not be allowed to attend parties without the permission of the host parents, who should at all times know the whereabouts of the children they have in their charge.

Should an accident befall a young person at the host families home, the host parents are held responsible. Therefore, appropriate adult supervision at the boarding home is essential. Boarder's friends who are under 16 also are the responsibility of the host families.

We recognise that boarders are sometimes placed in one-parent families. Nevertheless, a high standard of adult interaction is expected in all boarding situations.

Should boarders wish to visit other homes and stay overnight, the host parents must satisfy themselves about such arrangements and are responsible for them. If appropriate, they should get the permission of the boarder's parents. Generally, no overnight visits are allowed during the school week, i.e. Sunday to Thursday.

## **9.2 Educational**

Host parents should contact their boarder's class teacher or sponsor over any pedagogical matters in the same way as they would for their own children. They should simultaneously inform the Visiting Student Coordinator. Host parents are invited to the parents' evenings for the children in their care.

The host family needs to provide an environment, which is conducive to fulfilling the demands of school homework. As most boarders are students of the Upper School, it is to be expected that there is some homework every evening during weekdays.

## **9.3 Bed times & Coming-in times**

Members of Class 10 are expected to be in their boarding homes by 10pm on any night before a school day, and 10.30pm on a night which is not followed by school or a time that is mutually agreed with the host families, student and their parents.

The boarder must be clear that school homework is a priority and must not be allowed to suffer from too active a social life.

Boarders may stay out later on specific occasions with prior arrangement with their host parents who will need to be reassured of their whereabouts and means of transport home. Host parents cannot be expected to stay up late regularly waiting for boarders to return.

For boarders of Class 9 and below, parents and host parents should negotiate acceptable bedtimes. Boarders should be in the host families home at least a quarter of an hour before that time.

The Visiting Student Coordinator is available to contact if there are any concerns about the social life of a boarding student.

## **9.4 Phone calls, television, Video & Computer use**

Phone calls can be made in private at the host family home and, if necessary, from the school reception during school hours.

Given the ethos of the school, it is expected that TV and video entertainment are kept to a minimum. In particular, videos/DVDs must only be for the appropriate age and, should the boarder have guests under 16, permission from the host parents or parents of the guest obtained before allowing the viewing to take place. For those over 16 years of age, the host parent is expected to exercise responsible judgment.

If the family has one, students should be allowed reasonable access to a computer to receive and write emails, but should not expect to spend all evening on social networking sites, gaming sites or Skype etc.

### **9.5 Health and Welfare**

The school expects that any dental, optical and medical checks are completed before students leave home.

While we expect the student to arrive and remain in good health, if a boarding student needs medical treatment he or she has access to a local NHS practice and may be treated as a temporary resident.

The Visiting Student Coordinator requires all medically and socially relevant information concerning a student in order to place the student with an appropriate family. This includes special dietary needs, allergies, medication etc. Prospective boarders and their parents are required to complete a Parental Consent Form detailing these aspects before they can be accepted into the school's care.

The school reserves the right to decline applications from chronically ill or disabled students in cases where no adequate boarding arrangement can be made to sufficiently meet their needs.

The school is not responsible for general welfare such as general check-ups.

During school hours, boarders access the first aid provision of the school and receive appropriate support in the event of a medical emergency. Outside school hours, this responsibility falls to the host parents who are expected to display the same concern for the general health of the child as for any other member of the family.

Regular visits to the doctor and dentist should be made outside school hours.

If boarders need to self-medicate, they have to be assessed as sufficiently responsible to do so by their host family.

It is made known to the boarding student that they can take any personal or welfare concern to any member of staff at the school, in addition to the Visiting Student Coordinator and the designated Safeguarding Lead (for details refer to 9.17).

### **9.6 Smoking**

Smoking is discouraged and boarders of 16 and over who do smoke may only do so by individual arrangement with their parents and the host parents. It must, however, be noted that none of our host parents allow smoking at all in their house. South Devon Steiner School is a no smoking zone and smoking is not allowed within 300 metres of the school grounds.

### **9.7 Drugs Policy for Boarding Students**

The use of alcohol, tobacco and any illegal drugs is banned during school hours for all South Devon students, but in the case of home students the school takes no responsibility for drug use outside school time. We reserve the right to intervene if any legal drug use has a significant adverse impact on the student and/or his peer group.



However, in the case of boarding students use of illegal drugs is totally prohibited both in and out of school, and a breach of this rule will lead to the boarding student having to leave the school and to return home. We are aware of the fact that this could be viewed as less than even handed but it would be totally unreasonable to expect our host parents to shoulder the additional problems and responsibilities associated with illegal drug use.

### **9.8 Meals and nutrition**

It is expected that all evening meals are taken as a family with adequate adult supervision and companionship. It is recognised that on rare occasions it may be necessary for the boarder to eat alone but these must be the exception.

Meals are provided in and out of school hours which are adequate in nutrition, quantity, quality, choice and variety. Allowances should be made for a boarder's individual dietary requirements.

### **9.9 Privacy**

The school recognises that there is a need for privacy for all students and students staying with host families as well as for the members of the host family.

All personal mail addressed to boarders is their own property. It must not be opened by anybody except the boarder. The same applies to mail addressed to members of the host family.

Valuables which have more than sentimental value are the responsibility of the boarding student. While the host parents will have adequate insurance and are trustworthy, we advise that students minimise any valuables brought. If the boarding student is concerned about valuables, we recommend that the boarder's parents take out appropriate personal insurance.

If the boarder wishes to keep sentimental but not valuable possessions in a locked box or cupboard then the boarder has to provide such a facility.

There must be a room in which the boarder can meet with his family, relatives, or friends privately. In most instances the boarder's bedroom will be adequate. At times a room such as the lounge or sitting room will be appropriate; however, the boarder will need to acknowledge that such a room is also part of the communal space and it is not the right of the boarder to demand that space under any circumstance.

All boarders must have the privacy to dress, undress and attend to personal hygiene in private. No member of the host families may enter the boarder's room uninvited. However, the Boarding Parent reserves the right to access the room as necessary.

### **9.10 Relative & Parental Contact**

It is essential that parents maintain regular contact with their child and that host parents encourage such contacts.

It is expected that boarders receive a number of phone calls during a term from parents, relatives and friends.

The school requests that families and friends do not ring the boarder between 10pm and 8am (9am at weekends). This is out of consideration for the rest of the family. Too frequent calls can also be disruptive.

Phone calls by the boarder from the boarding home are to be negotiated between the boarder and the host parents. The boarder is responsible for the cost of these calls.

### **9.11 Religious Observance**

The school upholds the right of all children to practise and observe their religious beliefs. If there are any serious dilemmas arising out of a student's religious practices or beliefs and the general ethos of the school this question should be referred to the Visiting Student Coordinator.

The host parents must ensure that all reasonable steps are taken to allow the observance of their boarder's religion. If the student has a different religion to the host families, this question will be discussed at the time the placement is made.

### **9.12 Sanctions & Discipline**

All efforts must be made by the boarder and the host families to share an attitude of co-operation and goodwill so that difficult behaviour and the imposition of punishment do not arise. This means that the boarder is clear from the start that he is joining a family home with its particular routines, mealtime rhythms and daily duties.

The host family needs to display an attitude of openness and flexibility to allow for necessary adjustments.

The following disciplinary measures are not permitted:-

1. Any form of corporal punishment.
2. Any deprivation of food or drink.
3. Restriction of contact to parents or adults with parental responsibility.
4. Any requirement for the student to wear distinctive or inappropriate clothing.
5. The use or withholding of prescribed medication, or medical and dental treatment. (Regular dental treatment should take place out of term time. Only emergencies should be dealt with in term time.)
6. The intentional deprivation of sleep.
7. The imposition of fines (except in the case of reparation of intentional damage caused).
8. Any intimate physical examination of the student.

The boarder must be aware that entertaining friends in the host families home is a privilege, not a right. The same is true for a boarder's access to friends' homes. Restricting access to or by friends as a disciplinary measure may at times be appropriate.

Disciplinary guidance by the responsible host parents is to be exercised with the cooperation of the boarder's parents and, if appropriate, with his class teacher or sponsor.

### **9.13 Out of School Activities**

Such activities are to be encouraged inasmuch as they are in accordance with the general ethos of the school and do not create a conflict with required homework (see Bedtimes & Coming-In Times). Should the host parents have difficulties or questions in this area, they should speak to the Visiting Student Coordinator.

### **9.14 Musical Instruments and Music Lessons**

Should the boarder bring his own instrument, his parents are responsible for its insurance. Practice times can be arranged either in school or at the discretion of the host parents. There are possibilities for certain instruments to be hired through the school

### **9.15 Travel Arrangements**

Travel arrangements to South Devon are the responsibility of the boarder's own parents, although the Visiting Student Coordinator can advise on these. Host families are expected to pick up students from Exeter Airport, Newton Abbot or Totnes coach stops or Totnes rail station.

### **9.16 Financial Responsibilities**

Fees for overseas students for both school and accommodation are set out in the document 'Dates and Costs 20XX-XX' which is always on our website. School fees include the cost of any trips and activities in that term, and they are weighted to reflect the number of weeks in the term (so each term is a different amount). School fees must be paid in full to the school before the student arrives. We regret that refunds cannot be made where a student does not complete the term.

Accommodation fees are to be paid to the school along with the tuition fees. The school pays the host families £130 per week for each hosted student's board and lodgings. These payments are made monthly by bank transfer through the school's Finance Office.

The host parents are responsible for declarations of income to the Inland Revenue, and for adequate insurance cover against third-party risks involving their boarders.

Host parents are financially responsible for heating, meals, lighting and laundry and transport to and from school. The boarder's parents are responsible for expenses such as bus fares to see friends, pocket money, haircuts, medication, medical and dental expenses, dry cleaning, personal toiletries and telephone calls.

The accommodation fees cover the half-term holidays, but if the student goes away during this time, the sum of £8 per day is refunded to the student. Similarly, if the student is away on a class trip, the host families pay £8 per day to the school as food money for the trip.

### **9.17 Induction, Support and Complaints Procedure**

Boarders receive an induction into the school routine, rules and the Complaints Procedure for Overseas Students by the Visiting Student Coordinator upon arrival. This process is further supported by the teachers who provide all necessary information regarding lesson times and content. All relevant information is furthermore collated in writing in the form of a Welcome Pack which each boarder is provided with on their first day at school.

It is made known to the boarding student that they can take any personal or welfare concern to any member of staff at the school, in addition to the Visiting Student Coordinator and Designated Safeguarding Lead.

Difficulties arising in the boarding situation should, if appropriate, first be addressed by the boarder, the host parents and the boarder's natural parents. If further assistance is needed, boarders, host parents or natural parents should contact the Visiting Student Coordinator.

When dealing with uncertainty or difficulties concerning lessons, outbound activities or other matters related to their schooling, boarders are also encouraged to speak to their class sponsors.

In the absence of the Visiting Student Coordinator, boarders should seek advice from their class sponsors or a member of the school's Welfare Group.

In compliance with the National Minimum Standards of Boarding 2015, the school has appointed an Independent Listener who has knowledge of and experience with the school's boarding facilities and host families but is neither a host parent nor a member of staff. The Independent Listener can be contacted if boarders or host families feel that mediation by an independent body would benefit a resolution to their specific concern.

Boarders are furthermore able to contact the Office of the Children's Commissioner, the National Child Helpline or Ofsted if they wish to speak to a person independent of school or host family.

All relevant information and telephone numbers are provided in the Complaint Procedure for Overseas Students, a document that is handed to all boarders on arrival at the school and on which they are briefed. The same document is also handed to the host families and natural parents/guardians for their information.

At least once per half-term following the initial placement review, boarding students are to be interviewed individually on the school premises by the Visiting Student Coordinator to ascertain their view on their boarding placement and to address any concerns they may have concerning any aspect of their accommodation or care. Any member of staff of South Devon Steiner School receiving a complaint about boarding arrangements or boarding facilities from the boarder, his parents, the host parents etc. must report this to the Visiting Student Coordinator.

Any serious complaint reaching the Visiting Student Coordinator will be entered immediately into a complaints file. The school will investigate the complaint without delay and any action taken will be reported to the Council of Management. In exceptional circumstances another party such as Devon Children and Young People's Services may be asked to investigate further.

If the person making the complaint or the person who was the object of the complaint is not satisfied with the action taken they may approach the Chair of Council of Trustees (who can be contacted through the school reception).

### **9.18 Emergency Procedures & Child Protection**

The Visiting Student Coordinator will deal with any reported emergencies. The following are defined as emergencies:

1. Serious accident, illness or death of a boarder.
2. Serious accident, illness or death in the boarder's family.
1. Any situation involving the attendance of the Emergency Services at a boarding home.
3. Any absence of a child without authority from school or the family home<sup>1</sup>.
4. Any suspicion or case of child abuse within the Boarding home.

In case of an emergency hospitalisation the Visiting Student Coordinator will co-ordinate the necessary actions and be available to liaise with the relevant persons and authorities.

All host families are briefed on which procedure to follow in case of a missing boarder (see Appendix 1).

Devon Children and Young People's Services is to be notified without delay by the School of any of the following:

1. Any referral of suspected child abuse made to in respect of a boarding student.
2. Any accident, which involves a boarding student requiring hospital treatment.
3. Any serious complaint made by a boarded student of ill treatment of any kind.

All members of a host family over the age of 16 must have a statutory check for relevant convictions. The Personnel Officer will receive the results of these Disclosure and Barring Record checks. If there is cause for serious concern arising from such checks the Visiting Student Coordinator will arrange the immediate withdrawal of the boarding student from the host families concerned.

The school ensures that host parents are aware of the indicators of child abuse and the procedures for responding appropriately to it . The Visiting Student Coordinator is to have responsibility for the appropriate referral of any child protection or welfare issues and for liaison in these matters with the School's Welfare Team and Social Services Department.

## **10. Records**

### **10.1 Inspection Reports**

The Visiting Student Coordinator will inspect each boarding home at least once a year.

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<sup>1</sup>For more information refer to Appendix 1.

The Visiting Student Coordinator will receive reports from Ofsted. These reports will be discussed privately with any individual(s) deemed appropriate.

### **10.2 Personal Records on Boarder**

In general boarders and their parents have the right of access to any records that are kept relating to them. The School keeps the following records:

1. Details on boarder's home family (family constellation, siblings, parents' work, religious persuasion etc.)
2. Medical and dietary records provided by parents or student's doctor.
3. Current photograph of the student provided by the parents
4. Records on boarders' interests and hobbies.
5. Recommendation provided by one of the student's teachers.
6. Notes on reviews with the boarder.
7. Records of particular events concerning the boarder at the host family home (arrival and departure dates; fire drills, tests, and instructions; reviews; inspections of the boarding home; medical and dental treatments; accidents and illnesses; date and circumstances of disciplinary measures imposed, etc.). These events are recorded by the host parents at the boarding home and are regularly transferred to the boarder's personal file kept by the Visiting Student Coordinator.

### **10.3 Records on Host Families**

The Visiting Student Coordinator keeps a file for each host family with information relating to the recruiting procedure, and containing details of the host family, of inspections and reviews. The host parents have the right of access to any such information held.

### **Compliance**

- Boarding schools: National minimum standards (In force from April 2015)  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/416186/20150319\\_nms\\_bs\\_standards.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/416186/20150319_nms_bs_standards.pdf)

## Appendix 1: Missing hosted Visiting Student

Carer

- Responsible adult to identify by which time the missing student should have been home at the address/arrived at intended destination

Carer

- Carer should make necessary inquiries to locate the young person-this should include a search of the relevant premises

Carer

- Carer should contact the Visiting Student Coordinator (contact provided to pupils and hosts) to inform of missing child (allow up to 30 minutes leeway). Details required will be:
  - When and where was the student last seen?
  - What was he/she wearing?
  - Friends who could provide information?
  - Medical updates?

VS

Coordinator

- Supports ongoing enquiry

VS

Coordinator

- Shares information with police officers
- Registers a missing child report

VS Coordinator

- Shares information with parents
- Shares information with other agencies as appropriate

15/15