



## HOST FAMILY/PRIVATE FOSTERING ARRANGEMENTS

<b>POLICY INTENDED FOR:</b>	Staff
<b>CATEGORY:</b>	Residential
<b>PUBLISHED:</b>	Server, Policy Folders at College and Students Accommodations, Staff Handbook
<b>POLICY IMPLEMENTED BY:</b>	Principal
<b>POLICY MONITORED BY:</b>	Principal and Deputy Principals and Student Services Manager
<b>REVIEWED BY:</b>	Principal
<b>REVIEWED DATE:</b>	August 2020
<b>CONSULTATION WITH:</b>	Senior Leadership Team (SLT)
<b>RECORD OF CHANGES &amp; ADDITIONS:</b>	Jan 2018: changed academic principal to principal
<b>NEXT REVIEW:</b>	August 2021

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### OVERVIEW

The College organises host family accommodation and private fostering arrangements when requested by parents, guardians and agents.

The person responsible for the organisation, management and review of host families is the Student Services Manager.

All host family accommodation is inspected against the relevant sections of the Department of Health National Minimum Standards Inspection Regulations - *Accommodation of Students Under Eighteen by Further Education Colleges* (2002) specifically Standards 12 and 39 – 45.

### RECRUITMENT AND SELECTION

The recruitment and selection of host families are rigorous and thorough. Most host families have successfully worked with the College for a number of years. Recruitment is largely through personal recommendation.

All residences are inspected/visited regularly (with an annual visit as a minimum frequency of inspection).

During such visits the following conditions are checked:

- Student rooms must contain a minimum of the following furnishings: a bed, study desk, chair, an overhead light with shade, desk lamp, and wifi access.
- Whether the student's bathroom will be en suite, shared with other students, or shared with the whole household, and that the bathroom the student will use is held to a good standard of cleanliness.
- The general standard of furnishing throughout the house, the cleanliness and the state of repair of the house are to a good standard.
- The appropriate smoke alarms, carbon-monoxide alarms have been fitted.
- If there are any potential hazards that a student will need to be informed about prior to taking up residence, such as the presence of any hazards in the back garden like climbing frames that must be used properly, any potential hazardous electrical equipment or machinery in the house that students should avoid, or domestic animals that might be of concern.

Host families are also subject to DBS checks (for more information about DBS checks, please refer to our DBS policy).

The host family is also interviewed to ascertain that students are able to join the family in the evenings if they so choose and that participation in family life and speaking English with the family are also encouraged.

### FOLLOW-UP

The Student Services Manager liaises with the students at the College and with the host families to continuously evaluate their satisfaction with the placement. If there are any difficulties or concerns the Student Services Manager attempts to resolve these in the first instance. Often concerns can be resolved with a conversation, although it is possible that the Student Services Manager will help students who desire a different living situation find other accommodation.

### STUDENTS UNDER THE AGE OF 18

There are special considerations taken for students under the age of 18. Namely, the details of these students are kept together with special note of any other students or young people living in their house and their respective ages. Furthermore, when placing these students in a house with others, if they will be living with children or students of the opposite sex special consideration is taken to ensure that all parties (the host parents, their children, any other students, and the student in questions) are comfortable, and that the host parents are willing to take measures to prevent any impropriety and to protect students' right to privacy if they have concerns about shared living spaces.

### STUDENTS UNDER THE AGE OF 16

For students who are under 16 years of age, Private Fostering Arrangements are put in place. All students who are privately fostered are immediately registered with social services upon arrival at the College. Social Services are given the following information:

- Personal details of the student
- Course details of the student
- Host family details including the host family's passport details and a statement that they are happy to host a child under the age of 16.
- Guardian details including the guardian's passport and a statement to the effect that they are happy to act in this capacity.

These documents are certified by the social services team and may form part of the student's visa application.

Upon the arrival of the student, social services then begin six weekly visits to the host family and the College.

### OTHER MEASURES IN PLACE

The Student Services Manager provides the family and the student with two telephone numbers that can be used in the event of an emergency. They are:

Student Services Manager, Oxford International College – College Mobile telephone number:  
07557358448

Principal, Oxford International College – Mobile telephone number: 07887840585

### FURTHER INFORMATION

For further information about Host Family and Private Fostering Arrangements at OIC please speak with Kim Terrar.

[kim@oxcoll.com](mailto:kim@oxcoll.com)

Principal

Oxford International College

1 London Place

OX4 1BD