



## RIKKYO SCHOOL IN ENGLAND

### GUIDANCE FOR HOST FAMILIES

Rikkyo School in England is grateful to people who can offer accommodation to our students for the experience of living in a British household. All host family accommodation will be inspected annually as required by the Independent Schools Inspectorate (ISI) in relation with the Independent Schools Standards Framework and the National Minimum Standards for Boarding. We will be looking for warm, comfortable, safe and hygienic conditions conducive to relaxation and some study.

We ask that you accept a minimum of two students, and a maximum of 4, as we have found that, although it encourages them to speak English, it can be quite a daunting experience for one student to be plunged full-time into an unfamiliar environment, and could result in dissatisfaction for both the host and the student.

To become a host family we would ask you to accept certain responsibilities for the students' wellbeing and comfort. Integration with the host family is one of the most important aspects of the students' stay with you and we know that in most cases students would welcome the opportunity to share family life, so it would be invaluable if they could have access to the living areas to watch TV or relax, and eat meals with the family. At least one member of the household aged over 18 should be available during the day and evening to spend time with the students.

There are certain requirements and measures that need to be taken before we can place students with you. For more information please refer to the Safeguarding and Child Protection Statement for Host Families on page 4.

#### **Meals**

Host families are expected to provide a healthy breakfast, light lunch and dinner. Please let the students know when meal times are and provide a packed lunch if they are out all day (if required). Wherever possible, we ask our hosts to eat meals with the students and engage them in conversation, as this is an important social aspect of homestay.

We suggest on the first day having a conversation with the students about their food and drink likes and dislikes.

**Please do not give the students any alcohol even if they are aged 18.**

## **Facilities**

The students' room should have adequate lighting and heating and, apart from the normal bedroom furniture, it would be helpful (but not essential) if it also contained a table or desk and chair to enable the students to study quietly. Or you may have a quiet space within the home, such as a dining room, conservatory or study that the students can use.

The students can share a room but they will each need their own bed.

Students will take a daily bath or shower, whichever is available. You should therefore be prepared to provide this facility and ensure that there is adequate hot water available. It is advisable to come to an agreement about when it would be convenient for them to use the bathroom if it is shared. Please provide the students with towels.

Where the students would have the use of a private bathroom, you may wish to impose a time limit for showering/bathing to ensure there is enough hot water for the rest of the household.

Please advise us if you have a pet(s) in your home as some of the students are allergic to certain animals and we must know this information in advance so we can place the students accordingly.

Please ensure that the accommodation is kept clean and reasonably tidy and if you have pets, please try to keep pet hair to a minimum.

## **House Rules**

If you have any special requests, please make them clear at the beginning of the students' stay.

It is reasonable to expect students to inform you of their time of return to your house. All students are required to return to their host families by 6:00pm each evening. Please see the section entitled Age Appropriate Activities on page 4 for further information.

Students are required to keep their room tidy and comply with family life and house rules. The host should regard and treat students as one of the family and it is essential that students and families talk about house rules, customs etc. at the outset to avoid misunderstandings.

We recommend that on the first day you make the students aware of what to do in the case of an emergency to include where the exits are located and the location of any door or window keys should then need them urgently.

## **Behaviour Management**

You will be provided with a copy of the School's policy on behaviour management for your information. If you have any queries, please contact the School.

## **Remuneration**

The current rate paid to hosts for hosting the students is £50 per night, per student. This is payment towards their food and lodgings for the week.

If you have incurred expenses for the students during the week then please let us know what these are and for how much and we can arrange to reimburse you.

## **Method of Payment**

You will receive a bank transfer payment for the full amount a few days after you have collected the students. You will be asked for your bank account details in advance to enable us to do this.

Please note that we are unable to issue cheques.

## **Outings and Pocket Money**

The students will have a certain amount of pocket money for the week. This can be also used for entrance fees and rail fares, as well as spending money, during trips out. However, it is a good idea to discuss plans for outings and what costs are involved with the students in advance. Fuel costs should be covered by the host.

If for any reason a student is not able to make a purchase(s), as perhaps they have lost their bank card or it does not work, then please fund this cost for the student and advise us so that we can reimburse you.

## **Telephone**

Some students have mobile phones, but for those who do not we consider it reasonable to expect them to receive incoming phone calls to your home, providing this is within sociable hours. May we suggest that any outgoing calls are made under your supervision - students will be instructed to ask permission to use the telephone and you will be entitled to charge them for this facility.

You will be sent a copy of our E-safety Policy nearer to the time of the hosting dates which sets out details of mobile phone and internet use.

## **Laundry**

It would be appreciated if you would launder some of the students' clothes near to the end of their stay so they have some clean clothes to return to school with. It may be necessary to launder an odd item of clothing at other times and it would be appreciated if you could do this.

## **Medication**

On rare occasions students may need to take medication (e.g. for asthma or hayfever). The School Surgery will inform you of this at the time of the collection of the students and provide the medication and any instructions. You will also be advised if any students you are hosting have a food allergy.

In the event of a student requiring painkillers then they may be given paracetamol in accordance with the appropriate dose as stated on the packaging. Should the students require any other medication then please call the School.

### **Home Alone**

We are aware that on some occasion students may be allowed to stay alone in the house. If this happens we ask that you contact us and we will remind you that the decision and responsibility will be yours.

Please do not leave the students on their own overnight.

### **Age Appropriate Activities**

Students aged 15 or younger are not permitted to spend time away from the host's home unsupervised. All activities outside the home must be supervised by at least one member of the host family who is aged 18 or over and has been cleared by us and undergone the relevant vetting checks.

Students aged 16 or over are permitted to spend time away from the host family for such activities as shopping, cinema, bowling etc. locally (i.e. Guildford or Horsham) but they must stay with each other and they may wish to meet up with other students who are being hosted nearby. The host must drop off and collect the students at a prearranged location and time and we suggest that mobile numbers are exchanged between you in the event of miscommunication or emergency.

Students aged 16 or over are also permitted to travel together to London or Portsmouth on the train without the host family once during the week on the basis they have a pre-agreed arrangement with the headteacher. If agreed, they will have submitted an itinerary of their travel and activity plans to their teacher and you will be advised of these plans before collection of the students to help plan your week.

### **Children Act 1999**

If you agree to accept students then all family members of your household aged 16 or over will be required to give consent for an enhanced DBS (Disclosure & Barring Service) check. Rikkyo School in England is also required to comply with the framework of the ISI - [https://www.isi.net/site/uploads/isi\\_inspection\\_framework.pdf](https://www.isi.net/site/uploads/isi_inspection_framework.pdf).

Please note that we are not able to accept hosts with lodgers or visitors staying in the home during the hosting dates.

### **Safeguarding and Child Protection Statement for Host Families**

Rikkyo School in England has a statutory duty under the Education Act 2002 to provide and safeguard the welfare of children. With regard to host families we are committed to ensuring a safe environment in which young people can live and learn.

To this end the following measures have been established:

- All Rikkyo School in England staff are cleared through the DBS to ensure that they have no convictions that may jeopardise the safety of a young person whilst at the School.
- All host families are DBS checked in the same way. All family members of the household 16 or over must also be DBS checked at Enhanced level. The School no longer receives full DBS certificates as these are sent direct to the applicant, therefore if the checks indicate the Certificate contains information, we will request to see a copy of the Certificate before deciding whether or not to place students with you.
- An Application Form needs to be completed by each member of the household aged 16 or over which also requests that you provide contact details of two referees, one of whom preferably will be a current or former employer. Please do not provide family members as referees but long-term friends or neighbours can act as your referee. Where possible, where there are two or more hosts, please provide different referees to each other.
- It will be necessary for a staff member of the School to visit your home prior to hosting and meet with you to establish the suitability of accommodation and to carry out a fire risk assessment.
- You will be required to provide photographic ID, such as a passport and driving licence, of the lead hosts, one of whom must be aged 25 or over, for us to keep on file and photos of these documents will be taken during the home visit.
- The lead host must read and understand our Safeguarding policies and sign to confirm that they have done so. Alternatively, you may be sent details of an online course to complete prior to the homestay dates.
- You must have a valid Gas Safety Certificate (where applicable) valid at the date of the hosting.

With regard to safeguarding, the School has a Designated Safeguarding Lead and a Deputy Designated Safeguarding Lead, to which all staff will refer. The students are made aware of these contacts at induction and through the Student Handbook.

### **Issues for Host Families**

Where you have issues or concerns on any of the above then your initial point of contact at the School during office hours (Monday to Friday, 9am-5pm) will be Siân Macey. She can be contacted at [sianmacey@rikkyo.uk](mailto:sianmacey@rikkyo.uk) or on 01403 822107.

Emergency contact is also available 24 hours a day, 7 days a week by telephoning 01403 822107.

### **Queries/Problems**

Since the students are paying guests in the home they have no particular duties or chores other than to fit in and take part in family life in the best way possible. It is the responsibility of both parties to achieve this successfully.

If any queries or difficulties arise, please try to sort problems out by talking about them with the student. If this does not appear to resolve the problem, or more serious problems arise, the matter should be referred to Siân Macey (during office hours only) or Duty Teacher as soon as possible by calling 01403 822107.

In the case of illness or accident, please call the duty Matron/Nurse as soon as possible on 01403 822107. Details will be provided at the start of the homestay week. However, in the event of a medical emergency or serious accident, you should call the emergency services (111 or 999) prior to contacting the duty Matron/Nurse.

### **Further Information**

If you are interested in being considered as a host family, or you have further questions, please contact Siân Macey on 01403 822107, or by email at [sianmacey@rikkyo.uk](mailto:sianmacey@rikkyo.uk), to request an Application Form.

Updated December 2024