



Hosting International Students

Thank you very much for your interest in hosting international students on behalf of Crown Guardians.

Crown Guardians are appointed by overseas families to represent their sons and daughters who are in full time education in UK boarding schools. Our students are not just passing through for the summer or part of a large group of students visiting the UK as educational tourists. Unlike students who visit the UK for a few weeks or are part of large groups, our students are being educated in some of England's finest schools and come from privileged backgrounds from every corner of the world. We need safe and reliable host families which they can get to know and will return to stay between 3 and 8 times each year, in some cases for many years. It is essential that the students are well cared for, well fed, respected and treated like a member of the family. In return it is expected that the student will be polite, respectful and accountable during his/her time with you. For those families that can provide a high level of supervision and care and can offer quality accommodation, the rewards are high, both socially and financially.

The ideal homestay is one in which each party learns from the other. We hope the experiences that result will have a positive impact on you, your family and the student. Everyone involved will learn and understand a little more about the world we live in and the countries and cultures which seem so far apart.

Part of Crown Guardians role is to find host families that are interested in looking after students during the school half term breaks and occasional (exeat) weekends. The information on the following pages serves as a reminder of the important issues to consider. We ask that you read the information carefully before signing the host family agreement form. Please contact us if you have any questions or concerns. We are always looking for host families all over the UK so if you have any friends or relatives that may be interested, please pass on our details or let us know and we can give them a call.

Thank you again for your interest. Your participation will be greatly appreciated.

To submit your application to Crown Guardians:

Please sign/complete pages 5, 6, 7, 8, 9 and 10 and return them to us:

Sent by post to: Crown Guardians (Bath) Ltd., Merton Lodge, 25 London Road West, Bath, BA1 7HZ
Or by email to: mail@crownguardians.co.uk

Once Crown Guardians has received your completed application we will contact you to arrange an appointment to come and see you.

For further information about Crown Guardians please visit our website www.crownguardians.co.uk or give us a call on (0)1225 423327.



A Guide for Homestay Families

To host an overseas student in your home often means some minor changes and adjustments to your lifestyle - as well as the student's. The student will be working hard to adjust to their new school and environment and we ask that the host family be as supportive as possible. The student should, in return, try to adjust to the lifestyle of their host family.

The following information in addition to the guidelines on pages 3 and 4 should help to avoid problems created by misunderstandings. Discuss this information with the student at the beginning of their stay - Please don't wait until problems develop.

MEALS

Breakfast, lunch and the evening meal are to be provided for the student each day he / she is with you. Breakfast might consist of cereal, fruit juice, toast, tea or coffee. If it is the practice for the family to get their own breakfast, this should be explained to the student. The student should be advised that it is the practice for the family to eat the evening meal together.

The student should be asked to be punctual at meal time and to always contact the family if they expect to be late or miss a meal. Indicate to the student if they may "help themselves" to food and drinks at any time or not. Ask the student if there are any foods he/she does not eat - sometimes there could be religious or medical restrictions.

BEDROOM

The student should be provided with a comfortable bed, wardrobe, drawers and a study desk or table with a lamp and a chair. The student's privacy should be respected by all members of the host family and the student should reciprocate. The student should keep the bedroom clean and tidy.

DAILY LIFE

A student's command of English may at first be limited and initially they may not communicate with you very much. Imagine yourself in the students' situation! "Please" and "Thank you" are often words not used in some languages and cultures. Please encourage your guest to learn good manners and please don't take offence if they appear to be rude. Our language, culture and manners are unique and must be learnt.

The student is not living in your home as a hotel guest and so therefore can reasonably be encouraged to assist with home duties such as clearing the table, washing or drying up. Explain any restrictions clearly to the student; when they should shower or bathe and ask them to keep the bathroom clean after use.

24 HOUR SUPPORT

Crown Guardians is available to offer assistance and support, where necessary, for both the host family and the student at all times.

The guardian's role is to help the student in their personal as well as academic counselling. If you feel the student is having any problems, please contact Crown Guardians straight away and we will do all we can to help and assist whenever necessary.



Terms & Conditions

General Terms

- An adult member of the host family should be present at all times for children or minors under 14 years of age.
- Safe lighting, heating and adequate hanging space for clothing must be made available to all students.
- Single beds must be used for each student. Under no circumstances should double beds be used to accommodate more than one student.
- It is your responsibility to ensure any adults living in the household during hosting are free of criminal convictions pertaining to the safeguarding of children.
- Host families are responsible for their own household insurance.
- Host families are not to enter into any private homestay arrangements with any students referred to them by Crown Guardians.

Cancellation Terms

Crown Guardians prides itself on building and maintaining strong relationships with the students, host families and schools. For this reason, Crown Guardians would request that host families do not cancel hosting arrangements at short notice. Last minute cancellations can create an upheaval for students and a loss of confidence on the part of the student's family in our service provision.

Crown Guardians will endeavour to provide host families with reasonable notice where possible when a cancellation is necessary. Unfortunately, from time to time cancellations have to be made at the last minute, in such cases compensation payments will be offered.

Host Family Responsibilities:

- To provide accommodation for the child, 24 hours care and supervision which includes 3 meals each day and is inclusive of all domestic bills excluding telephone bills.
- To encourage the student to speak English as much as possible in your home.
- To encourage the student to feel at home and to treat him /her as a member of the family rather than a paying guest.
- To provide a clean and comfortable student bedroom with adequate hanging and drawer space, heating and light.
- To provide adequate laundry and washing facilities with access to the laundry and bathroom as a member of the family, with a change of bed linen each week.
- To provide a home environment in which it is possible for the student to carry on his/her studies.



- To provide the student with an appropriate and balanced diet.
- To show due concern for the welfare, safety and security of the student during his/her stay and to inform Crown Guardians immediately in the event of a medical emergency, illness or accident.
- To maintain a close liaison with Crown Guardians and so be in a position to help solve any emotional or disciplinary problems that the student may encounter during his/her time with you.
- To respect the student's different cultural background and be sensitive to the particular needs of the student.
- To be responsible for the safety and security of the student and his/her belongings in your home.
- To not allow any illegal substances in your home while the student is staying with you.
- Host families are required to make Crown Guardians aware if they intend to host students from alternative guardian companies at the same time as hosting for Crown Guardians.

Data Protection

Crown Guardians is fully committed to compliance with the requirements of the data protection act 1998. Therefore, procedures will be followed which aim to ensure that all employees who have access to any personal data held by the company, are fully aware of and abide by their duties under the data protection act 1998.

Statement of Policy

Personal information will be stored securely, ensuring that any information kept is adequate, relevant and not excessive, dealt with appropriately and kept for no longer than its intended use.

Host family information will be requested by the parents of students seeking homestay arrangements for their child/ children. Signing below will confirm that you are happy for your details to be passed on to the parents. You can request a copy of this information and we will be happy to send it to you within three weeks from date of request.

Insurance cover

Crown Guardians cannot be held responsible for any accident or damage to your property. Any accidents should be reported to Crown Guardians immediately. It is important to inform your home insurance provider and to ensure you have adequate cover in place.

Hosting Rates

All of our host families receive monetary compensation for hosting international students. We will confirm in advance the amount you will be paid for the student's stay.

Should there be a cancellation, we will do our best to find another student.

Unfortunately, from time to time cancellations have to be made at the last minute, in such cases compensation payments will be offered.



References & Background checks

As we represent and take responsibility for children living away from home and to conform to current legal requirements both compulsory codes of conducts. The Children's Act and voluntary codes such as AEGIS and The Association of Guardian Services, it is essential that we screen potential host families on behalf of the children's families who live overseas.

We apologise for any inconvenience in advance but we can assure you these procedures are necessary. You can be assured that all information collected and given will always be treated in the strictest confidence.

These checks consist of two parts. The first requirement is for the applicant to provide two references (one professional and one personal), which can be completed by a close friend, neighbour, employer or professional who will support your application as a suitable host family. that is able to provide suitable accommodation and supervision to an overseas student. Please provide the full contact details for your referees in the Registration Form and we will contact them directly. Please explain to your referees that we will be contacting them and their cooperation is much appreciated.

Please sign below as confirmation of your intent to abide by the terms and conditions and agree to your details being passed on (when necessary) to relevant student families.

Signature: Name: Date:/...../.....

FOR OFFICE USE ONLY:

Family interviewed on:.....	Interviewed by:.....
References requested:.....	References received:.....
DBS forms received:.....	DBS forms submitted:.....



Host Family Registration Form

Please complete this form and return it to Mark Stricklin at Crown Guardians (Bath) Ltd., Merton Lodge, 25 London Road West, Bath, BA1 7HZ.

Please fill in this form if you are interested in applying to host international students for Crown Guardians. This means providing a student from overseas with accommodation, meals and care whilst they are staying with you.

ABOUT YOUR FAMILY

1. Your surname:

First names *(please underline the name generally used)*:

Home address:

Date of birth:

Gender:

M

F

Valid driving licence:

Yes

No

Languages spoken:

Nationality:

Occupation:

Daytime telephone:

Evening telephone:

Email address:

Mobile telephone:

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2. Surname of spouse/partner:

First names *(please underline the name generally used)*:

Date of birth: Gender: M F Valid driving licence: Yes No

Languages spoken:

Nationality:

Occupation:

Daytime telephone:

Evening telephone:

Email address:

Mobile telephone:

3. Please provide details of *everyone else (including children)* living in your home:

Full name	Gender (M/F)	Relationship to you	Date of birth:

4. Has anybody living in the family home ever been convicted of a criminal offence, or been put on a list of those unsuitable to work with children or vulnerable adults? If so, please provide details, including dates. *(Please note we will carry out full enhanced DBS and other checks on all adults aged 16 and over living in the family home in due course).*

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5. Please give details of the family's interests and hobbies:

6. Please give details of you and your partner/spouses(s) usual working hours:

HOSTING

7. How many students are you prepared to host at any one time? 1 2 3 4 5 6

8. What age student(s) are you prepared to host? *(please tick all that apply)*

7–10 years 10–13 years 13–16 years 16–18 years

9. Are you happy to host a student of either gender? Prefer male Prefer female Do not mind

10. Hosting options preferred (please tick):

Short term (from 1 night to 1 month) Long term (1+ months)

11. Please provide details of previous hosting experience, if any (including dates):

12. Please explain why you and your family have decided to apply to become a host family:



13. Where did you hear about Crown Guardians?

ABOUT YOUR HOME

14. Please provide a brief description of your house, including how many rooms, bedrooms and bathrooms you have:

15. Details of the bedroom(s) available for hosting student(s):

Bedroom 1		
Seperate bedroom	Yes	No
Ensuite	Yes	No
Bed	Single	Double
Desk and chair	Yes	No

Bedroom 2 (if applicable)		
Seperate bedroom	Yes	No
Ensuite	Yes	No
Bed	Single	Double
Desk and chair	Yes	No

Bedroom 3 (if applicable)		
Seperate bedroom	Yes	No
Ensuite	Yes	No
Bed	Single	Double
Desk and chair	Yes	No

Bedroom 4 (if applicable)		
Seperate bedroom	Yes	No
Ensuite	Yes	No
Bed	Single	Double
Desk and chair	Yes	No

16. Details of the property

Please indicate whether or not the property has the following:

Front garden:	Yes	No
Back garden:	Yes	No
Broadband internet connection:	Yes	No
Piano:	Yes	No

Other features (please include a description):

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17. Are there any smokers in the home? Yes No
Is smoking allowed in the home? Yes No

18. Are you or any members of your family vegetarian? Yes No
Are you happy to accommodate vegetarians? Yes No

19. Are there any family pets in the home? *(please provide details)*

20. Car Insurance

Does your car insurance cover you to drive students? Yes No

Household Insurance

Does your household insurance policy cover you to host students on an occasional basis? Yes No

21. Please give a brief description of yourself and your family that we can pass on to student's parents:

DECLARATION AND SIGNATURE

Data Protection: By signing this form, you are confirming that Crown Guardians (Bath) Ltd. may obtain, process and hold personal information about you and your family, including sensitive information (such as details of any convictions), and that you consent to this for the purposes of assessment.

First signature

Second signature

Name in full

Name in full

Date

Date

Please provide details of the names of two character referees one of whom should be a professional person:

Name

Name

Address

Address

Telephone number

Telephone number

Email address

Email address

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We give our guardianship students and their parents an introductory information sheet with pictures and a description of the host family they will be staying with.

In order to introduce you and your family to our students, we will be grateful if you would provide some quality pictures of your family, house, accommodation offered and bathroom facilities.

Please send us an email with your pictures to mail@crownguardians.co.uk (please include your surname in the subject).

Crown Guardians will respect your privacy, and the personal information supplied here is protected under the Data Protection Act. We will not disclose this information to any third parties other than to the student and his/her parents.

Thank you for taking the time to complete this form.

Please note: This form is for information purposes only, and does not constitute a binding contract between you and Crown Guardians (Bath) Ltd.

Once this information has been processed we will arrange a time to come and visit you in your home.

If you have not had a DBS check, we will complete the necessary paperwork when we visit. In order to do this, we will need to inspect the following documents, Passport or Driving licence and we will need your National Insurance Number.

