



ST ALOYSIUS' COLLEGE

Hosting Procedures St Aloysius' College

St Aloysius' College - Safeguarding Host Family Checklist

PUPIL	
Right to	Responsibility
<ul style="list-style-type: none">• Be safe• Have any concerns listened to• Be respected by staff and host family• Have easy access to phone contact with the trip organiser• Have a list of events (itinerary)• Regular group meetings with other pupils• Have their religious needs facilitated where possible• Be made aware of the codes required for phoning home• Have the currency of the country they are visiting explained to them	<ul style="list-style-type: none">• Show respect to their host families• Show respect to peers and staff• Keeping themselves safe• Reporting situations where they have felt unsafe• Attending any prior planning meetings to ensure they are fully informed of the plans• Discussing their dietary needs with the host family (though it is the parent's/organiser's responsibility to ensure this information is passed on in advance)• Maintain the accommodation to the standard set by the family

<ul style="list-style-type: none"> • Be made aware of collection and drop off arrangements • Be made aware of laws of country with regard to – alcohol, sex, drugs. • Be given clear and relevant advice regarding their own safety and well-being 	<ul style="list-style-type: none"> • Be aware that they are acting as an ambassador for the College and on occasions their country • Dependent on arrangements with parents, manage their own money.
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PARENTS/GUARDIANS	
Right to	Responsibility
<ul style="list-style-type: none"> • Be confident that they will be contacted if any significant problems or concerns arise relating to their child • Be informed if their child is injured • Have their consent sought prior to the trip • Have knowledge of where their child is staying and with whom • Have a contact number for their child's hosts and trip organiser • Have a detailed itinerary of events that their child will be taking part in 	<ul style="list-style-type: none"> • To be aware of the Code of Conduct for pupils, staff and hosts • Ensure the child has appropriate spending money • To pay for relevant costs prior to their child going on the trip • Provide staff with all relevant documents and emergency contact number information. • Ensure the child has a passport (if required) and EHIC (if required) prior to the trip • Provide appropriate clothing to meet the needs of the child while away from home • Drop off and collect their child at agreed time

	<ul style="list-style-type: none"> • Encourage their child to adhere the rules.
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HOSTS	
Right to	Responsibility
<ul style="list-style-type: none"> • To be treated with respect by the pupils, staff and parents • To have prior knowledge of any special requirements e.g. <ul style="list-style-type: none"> ○ Medical ○ Food ○ Religious ○ Mobility • To have telephone contacts, lists of parents and staff in the event of an emergency • To be consulted about any change in plans 	<ul style="list-style-type: none"> • To have agreed to a Code of Conduct • To provide a safe and supportive environment for the children while they are hosting them • To attend host family meeting prior to and during the stay – if arranged • To provide the child with a positive experience of staying away from home and possibly a different culture

STAFF	
Right to	Responsibility
<ul style="list-style-type: none"> • Have support from the SLT if reporting any concerns about the arrangements • Not be left vulnerable when working with children • Receive the relevant information from parents/guardians in advance of the trip : ie <ul style="list-style-type: none"> ○ Dietary needs ○ Any personal care needs ○ Emergency contact numbers 	<ul style="list-style-type: none"> • To plan well in advance of the trip • Check College guidelines • Gather information on destination and venue (if possible carry out a risk assessment) • Maintain confidentiality about sensitive information • Be a role-model during the trip • Fostering team work to ensure the safety of pupils in their care • Respond to pupils' concerns

<ul style="list-style-type: none"> ○ Signed medical consent form/permission form ○ List of any medications/allergies ○ EHIC • Be respected by the children in preparation for and during the trip • To have any personal “out of pocket” expenses reimbursed • To be able to apply sanctions in line with the Governing Body guidelines and discussed prior to the trip 	<ul style="list-style-type: none"> • Record any complaints or accidents on relevant documentation • Provide the children, parents and host with an itinerary of events • Have clear arrangements for collecting and transporting pupils during the trip • Ensure that if a young person has to share a room that it is with someone of the same sex and that they are aware of who this is in advance • Check adequate insurance cover is arranged • Ensure they have received the relevant documentation from the child’s parents/guardians • To inform parents and pupils of standards of behaviour required and possible sanctions • To ensure that there is an appropriate adult/child ratio • Make parents and children aware of photographic policy. • To provide guidelines and strategies for remaining safe.
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Procedure Owner: Isabelle Erskine

Procedure created: December 2014

Procedure reviewed: December 2015

This procedure will be annually reviewed by: Isabelle Erskine