



HOST FAMILY CHARTER

We are delighted that you have applied for the role of host family for Oxford Spire International and that we are now entering a working cooperation together.

To help to keep our students safe and happy and to clarify the basis of our cooperation, we would ask you to read and agree to the elements of our charter below. All Oxford Spire International host families should agree to:

1. Read and understand the contents of our Host Family Manual.
2. To fully embrace and support our Safeguarding Mission Statement – “Oxford Spire International is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.” To read and understand our Safeguarding and Child Protection Policies, and to undertake any relevant Child Protection awareness training
3. Fully commit to hosting. To acknowledge and understand that once you have agreed to hosting a student, Head Office have sent you confirmation of all the dates, we take your agreement as read and inform parents and students. Withdrawing the offer shortly prior to the student’s arrival has significant repercussions for Oxford Spire International and the student. Our children become anxious of change, as do their parents. Although we acknowledge that on occasion emergencies do happen, we would ask you to acknowledge your understanding of the repercussions to non-crucial cancellations and avoid them where possible.
4. Promise to maintain good communications – host families must always remain in regular email or telephone contact with Oxford Spire International to avoid missing important details regarding an upcoming hosting.
5. Be flexible – by joining Oxford Spire International you are entering into an agreement that signifies flexibility and the spirit of cooperation. You will be working with and for us. If a student cancels, we will honour our cancellation policy to you but we need you to be flexible with us, and understand it is not us letting you down directly. We don’t always get things right, so we need you to understand, work with us and be flexible.
6. Understand the need to be consistent and to offer a long-term collaboration – recruitment of host families is costly and demands significant resource. For this reason, we aim to work with families for years to come. We ask our host families to acknowledge that students also want to stay with the same family



throughout their stay with us as this offers them familiarity, stability and a home from home.

7. To agree where possible to pick up and drop off your students at the beginning and end of the programme which is an important part of our promise to parents. If you are unable to do so in an emergency, then please inform us as soon as possible so we can make alternative arrangements. Punctuality is important and avoids stress and anxiety on the part of the student and their parents.
8. To agree to abide by our guidelines for leaving students alone in the house as follows:
 - **13 or below** – students are not to be left on their own at any time and must have all meals provided for them as opposed to having to cook for themselves.
 - **14 years plus** – students are not to be overnight and only for a reasonable period of time. A reasonable amount of time is defined as a period of time encompassing one mealtime only.
 - No student to be left alone overnight – No students with high risk medical conditions to be left alone – No students to be left with children of the host family who are younger than themselves.
9. To pledge to work with us to keep our students safe – to maintain a road worthy vehicle, with suitable insurance for transporting students and be able to produce valid insurance certificates during the annual inspections. To ensure that your student wears a seat-belt and uses a child car seat if necessary.
10. Health and safety within the home. To comply with the guidance in the Host Family Manual; ensure regular gas, carbon monoxide and smoke alarm checks; ensure the accessibility of a first aid kit within the home and suitable awareness of food hygiene practices.
11. Safeguarding of the student – to inform Head Office promptly, using the emergency phone, if necessary, of any areas of concern affecting a student's health, safety (staying out after Oxford Spire International' going out rules), drinking or smoking when they should not or being absent or missing from your home.



12. To help us maintain high standards – to agree to an annual re-inspection of your premises and facilities and, where required, a safeguarding spot-check inspection while hosting a student and with 3 day's notice from your Local Coordinator. To agree to declaring any changes in your circumstances or those living at your address in writing to our Host Family Department.
13. Rooming – to pledge not to accommodate more than 2 students in one room in two beds (never a double bed for two students, bunk beds or a camp bed) and no more than 3 students per household unless authorised by Oxford Spire International. Students sharing a room must be of the same sex. Siblings between the ages of 10 and under 13 are allowed to share providing the children feel comfortable and the parents have approved the arrangement to Head Office.
14. Disclosure of hosting for another guardianship company – you have a duty to inform Oxford Spire International if you are hosting a student(s) from another organisation. There are strict safety guidelines on hosting students, and we need to monitor host families to make sure these standards are not being breached.
15. Disclosure of other people staying with you – you have a duty to inform Oxford Spire International if you have adults (16 years of over) staying overnight in your house for whom we don't hold an enhanced DBS certificate while the student is with you. You must disclose this to us so that we assess the placement of the student with you. Host families must not host any other paying guests when hosting Oxford Spire International students and must not operate any form of B&B facility while hosting Oxford Spire International students. You must not share any personal data regarding Oxford Spire International students with anybody outside Oxford Spire International, without first discussing with us.
16. Termination of hosting for Oxford Spire International – if you decide that you no longer wish to host for Oxford Spire International, please advise us as soon as practicable by contacting us at Head Office.
17. To acknowledge our Payment Structure – and to understand that this is a flat rate and does not take into account early departures, large appetites or allow for mileage being paid outside what is included unless authorised by or requested by Head Office. To understand that although we may attempt to pay your homestay fees the day the student arrives or shortly afterwards that this is not always possible and there may be a delay of up to a week if our Accountant is away or it falls on a public holiday. To make any mileage



claims within 1 week of tour journey and to understand that late claims for mileage may not be honoured by us if student funds have been depleted by this point or if the student has already left the programme. To pledge not to accept direct payment from a student without first discussing the matter with Head Office that this has been authorised by the student's parents. This includes making direct arrangements with a student for home stay. Should a student or parent contact you, please advise them to contact us at Head Office.

18. To acknowledge that you need to take responsibility for House Contents Insurance against any damages or breakages and that Oxford Spires International accepts no such liability. To maintain suitable home insurance for hosting students and produce a valid certificate during home inspections. We will always endeavour to ask overseas parents if they are happy to reimburse you but this is not their obligation, so you need to be prepared to reply on your insurance to compensate you for loss or breakages.
19. Disclosure of Criminal Convictions – All members of a Oxford Spires International accredited Host Family over the age of 16 will be subject to an enhanced DBS check and you will need to provide two references per supervising adult in the household. All members of the family have a responsibility to disclose to Oxford Spires International any inappropriate behaviour or convictions after the date of their acceptance onto our programme. This must be reported by the Host Family to our Safeguarding Lead, Matt Simmonite; matt@oxfordspires.education and will remain confidential. This includes: Arrests, convictions, simple cautions and conditional cautions, fixed penalty tickets, any condition imposed on them by a court, the receipt of any penalty notice and if they are subject to the Community Resolution Process. This does not include the receipt of fixed penalty tickets issued in respect of breaches of non endorsable parking regulations. Notification of the change of circumstances will allow Oxford Spires International Directors to review the suitability or otherwise of the person concerned continuing in their role, together with any restrictions which may need to apply, and to take appropriate action. Any Host Family who does not disclose inappropriate behaviour or convictions as listed will be in breach of our agreement. Thank you for your adherence to the policy.

By applying to become a host family for Oxford Spires International, you are confirming that you have read and understood the above Host Family Charter.

Thank you.

