



Global Educational Guardians

Building Bridges for Education

Global Educational Guardians Ltd.
Registered in England and Wales No. 8258905

Registered Office
17 Bishops Court | Tunbridge Wells
Kent | TN4 8XL | United Kingdom

www.globalguardians.co.uk
info@globalguardians.co.uk

HOST FAMILY REGISTRATION FORM

A GUIDE FOR HOMESTAY FAMILIES

Thank you very much for your interest in hosting an international student on behalf of Global Educational Guardians.

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 should help to avoid problems created by misunderstandings.

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. 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

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.

VISITORS

The student should ask your permission before bringing friends into your home and they should ask where they can entertain them. If you wish the friends to leave by a certain time indicate this to the student.

TELEPHONE

Students will be expected to use their mobile phones for local calls. Occasionally the student may request to use your landline - indicate your desires regarding local or overseas calls, the latter should be made using a prepaid international phone card.

24 HOUR SUPPORT

Global Educational Guardians is available to offer assistance and support, where necessary, for both the host family and the student. 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 Global Educational Guardians straight away and we will do all we can to help and assist whenever necessary.



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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.
- It is your responsibility to ensure any adults living in the household during hosting are free of criminal convictions pertaining to the safe guarding 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 Global Educational Guardians.

Cancellation Terms

Global Educational 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.

Global Educational Guardians will endeavour to provide host families with reasonable notice where possible when a cancellation is necessary.

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 Global Educational Guardians immediately in the event of a medical emergency, illness or accident.
- To maintain a close liaison with Global Educational 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 Global Educational Guardians aware if they intend to host students from alternative guardian companies at the same time as hosting for Global Educational Guardians.



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TERMS & CONDITIONS

Data Protection

Global Educational 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 may 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

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

Global Educational Guardians reserves the right to remove a child from your care without notice and may enter your home to do so. **You can contact Global Educational Guardians Ltd 24 hours a day 7 day a week on +44 (0) 7848995858 at any time** should you or the student have any questions, concerns or need assistance in any way whatsoever.

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

Signature: _____ Name: _____ Date: _____

For office use only:

Family Interviewed on: _____ Interviewed by: _____

References requested: _____ References received: _____

CRB forms submitted: _____ CRB forms received: _____



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HOST FAMILY APPLICATION FORM

PERSONAL INFORMATION

Name: _____ Surname: _____

Address: _____

Town: _____ Postcode: _____

Tel (Home): _____ Tel (Mobile) _____

TRANSPORT

Do you own a car? Yes () No ()

Nearest Train Station:

Name: _____ (Miles): _____

Nearest Bus Station:

Name: _____ (Miles): _____

PROPERTY DETAILS

Do you live in a:

House: () Flat: () How many rooms do you have available to host students ()

Room types: Single: () Double: () Wireless Internet: (Y) (N)

No. Bathrooms: () No. Toilets: () Smoke Alarm: (Y) (N) Shower Available: (Y) (N)



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FAMILY INFORMATION

First applicant:

Surname _____ First Names _____

Date of Birth dd/mm/yy _____ Nationality _____

Occupation: _____

Religion (Optional): _____ Male / Female

Second applicant:

Surname _____ First Names _____

Date of Birth dd/mm/yy _____ Nationality _____

Occupation: _____

Religion (Optional): _____ Male / Female

Please Describe your Family

Children (names, dob, boy/girl)? _____

Do you have pets? _____

Are there other temporary / permanent residents, students or extended family members? Please give details and ages:

Are there Smokers? Yes / No

Previous experience of hosting: (Y) (N)

If yes who have you hosted for: _____

YOUR PREFERENCES

Do you prefer to host: Males () Females () Age: Under 13 () 14 – 18 () 18 + ()



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REFERENCES & BACKGROUND CHECKS

As we represent and take responsibility for children living away from home and to conform to current legal requirements and The Children’s Act, 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 a 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 below and we will contact them directly. Please explain to your referees that we will be contacting them and their cooperation is very much appreciated.

Professional Referee:

Character Referee:

Name: _____ Name: _____

Address: _____ Address: _____

Telephone: _____ Telephone: _____

Email address: _____ Email address: _____

The second element is the social security and Criminal Records Bureau checks. To facilitate those, we need a declaration and signature at the bottom of this form for each adult living in your home. The declaration and signature will confirm your consent for us to submit your details to the relevant agencies (C.R.B) for background checks. Without these checks we cannot place students with you. We thank you in advance for your understanding and your cooperation.

By signing below, I /We declare that I / We have no criminal convictions pertaining to the safeguarding of children and consent to Global Educational Guardians Ltd carrying out any/ all necessary background checks.

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____