



HOMESTAYS POLICY

Occasionally, boarders ask to find “homestays” over half terms or during the holidays. These are always with families/hosts known to the College.

All adults (anyone over the age of 16) living in the home are asked to undergo Disclosure & Barring Service checks carried out by the College and the homes are vetted by the Deputy Master Pastoral or by someone to whom she delegates this duty.

The homes are inspected to ensure that the boarder’s health and welfare are properly attended to during their stay, that they are safe and that they will be adequately provided for.

The host and the boarder are given clear guidelines to follow.

The Housemaster should:

- know where the boarder is staying and have contact details.
- make the host know of any ailments or allergies which the boarder suffers from.
- be aware of departure and return times to the Boarding House.

The Housemaster should not make homestay arrangements for the boarders on his own or through his own contacts. These should be only be made through the Deputy Master Pastoral’s office.

After the homestay the boarders will be asked to make comment on the quality of his stay, his accommodation and his experience. He will also be asked to complete a questionnaire.

Related documents:

- Letter to Host
- Form for Host to sign
- Homestay Guidelines
- Boarder Questionnaire

LETTER TO HOST

Name and address of host

Date

Dear NAME

Thank you for kindly agreeing to provide lodgings for NAME from DATE until DATE.

NAME will pay you directly a total of AMOUNT (NUMBER nights @ AMOUNT) OR The College has agreed to pay you the sum of AMOUNT per night, per boy. The total the College will pay you is therefore AMOUNT. Please contact the Finance Office to agree on terms and method of payment. May I point out that you are responsible for declaring any income to HMRC.

Naturally, the College hopes that his time with you is a happy and productive one and that you may consider taking on another boarder in the future. If you have any concerns during the course of his stay, please do not hesitate to contact the College.

You may find the following numbers useful:

Master's Office	020 8299 9252
Deputy Master Pastoral's Office	020 8299 9229
Blew	020 8299 9209
Orchard	020 8693 3186
Ivyholme	020 8299 9242
Medical Centre	020 8299 9269
Rosendale Road Surgery	020 8670 3292
Finance Office	020 8299 9212
Emergency out of hours	07801 832 058

Please find attached the College's guidelines for homestays.

Please ensure that you have Personal Liability Insurance (normally included within household insurance policies) and that this insurance covers homestay guests.

Please sign the form below and return it to the Deputy Master Pastoral's Office.

With best wishes

Yours sincerely

FORM TO BE SIGNED BY HOST

I agree to accommodate **NAME** from **DATE** until **DATE**.

I confirm that I have Personal Liability Insurance which covers homestay guests and have read the above letter and the attached Guidelines.

Name (block capitals):	
Signature:	
Home address:	
Date:	

Please return via the Stamped address envelope to: Mrs R Bettridge, The Deputy Master Pastoral's Office, Dulwich College, London SE21 7LD

GUIDELINES FOR HOMESTAYS

For the host:

As a host you will be acting 'in loco parentis' for the duration of the boy(s) stay and therefore are asked to maintain an appropriate duty of care.

Please make sure of the following:

- The boy knows how to contact you during the day should you leave the house
- He is made aware of the security system in the house
- He is made aware of any potential hazards (including electrical equipment and trip hazards)
- He is carefully introduced to any pets in the house (particularly dogs) and given appropriate guidance about their behaviour and handling
- He is introduced to the nearest shops and amenities and is made aware of the local public transport system
- He receives at least one hot meal a day and that any particular dietary requirements are met
- He is made aware of how to contact a doctor in an emergency and the other emergency services
- He has his own room and is not invited to share with another member of the family

If you have any concerns during the homestay please let us know immediately.

For the boarder:

Please make sure of the following:

- You abide by the host's "house rules" which will include the daily routine and the night time return deadlines
- You give your hosts the contact details of your parents and guardians
- You provide your host with any medical history you have had and make them aware of any allergies and ailments which you suffer from
- If there is any food you particularly dislike or cannot eat, you discuss this with your host.
- You make your host aware of any medication which you are currently taking

- You act with courtesy and show a respect for the host, the family and the home
- You do not smoke or drink alcohol in the house unless invited to do so
- You do not take any illegal drugs
- You keep your room clean and tidy
- If you leave the house, you make your host aware of your intended destination(s) and provide your contact details (eg mobile phone number)
- You do not bring guests to the house without the expressed permission of the host

If you have any safeguarding or other concerns during the homestay, please let the College know immediately (if you want to email, please use this email address: safeguarding@dulwich.org.uk)

POST-HOMESTAY QUESTIONNAIRE

Name:

Date:

In the most recent holiday you stayed at a homestay, possibly organised by the College. Please complete this questionnaire as fully as possible and hand it in to your housemaster who will then discuss the homestay arrangements with you. This will help us to help you and other boarders in the future so please be honest in your responses.

Who did you stay with for your holiday? (Name and Address)

Who organised this for you?

School Guardian Parents Other

Were you made to feel welcome/at home

Yes No

Were any trips organised for you?

Yes No

If yes, where did they take you?

What meals were provided and how did you find them?

Was there anything you would have liked your hosts to have done or provided for you to make your stay more enjoyable?

Would you recommend this homestay to other boarders?

Yes

No

If no, please explain.

Housemaster Comments: