

Code of Practice

Host Families who work with London Brookes College are required to provide a comfortable living environment throughout the student's stay with them. Code of Practice for Homestay Accommodation Providers:

- *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 her as a member of the family rather than a paying guest*
- *Not to host another student of the same native language at the same time unless by special arrangement with the students and the schools/centres*
- *To provide a clean and comfortable student room, meeting the requirements laid down by the British Council*
- *To provide a home environment in which it is possible for the student to carry on his/her studies properly*
- *To provide the student with a balanced and appropriate diet (if applicable)*
- *To show due concern for the welfare, safety and security of the student during his/her stay*
- *To give the student reasonable and regular access to bathroom and laundry facilities*
- *To maintain a close liaison with the college International Officer and so be in a position to help resolve any problems that the student may encounter during his/her stay*
- *To respect the student's different cultural background and to be sensitive to the needs of the student*

It is very important to understand and respond to the specific needs of each student. These needs will vary greatly depending on a number of factors, the most important of which is usually the student's age. In addition, the intensity and length of the course the student is following will have an impact on the levels of care and support they require at home. The majority of our students are over the age of 16 and as such are classed as adult students. We do, on occasion, welcome students under 16 and have specific policies in place for their care.

Students under 16

There are very strict rules regarding accommodation arrangements with host-families for students under 16. They are therefore carefully monitored by our Accommodation and Welfare Officers. All students under the age of 16 come under the jurisdiction of the Children Act 1989. In this case, both the college and yourself are 'in loco parentis'. This means that you and/or the college must know where the child is at all times.

Specific requirements are:

- *No student aged under 16 must be issued with their own house key*
- *All students under 16 must return to their home stay accommodation by 10.30pm*
- *No student aged under 16 must be lodged with students aged 18+ (unless specifically arranged by the college in response to parents' or agents' request).*
- *No more than two students (of any age) must share a room, unless specifically arranged by the college in response to parents' or agents' request*
- *No students (of any age) of the same mother tongue must be placed in the same family, unless specifically arranged by the college in response to parents' or agents' request*
- *Any host family accommodating a student aged under 16 (or under 18 with a disability) for more than 28 days is deemed to be privately fostering, and the local authority needs to be notified.*
- *All members of the host family aged 18+ must sign the Children Act 1989 declaration*
- *All members of the host-family aged 18+ are liable to Disclosure Checking through the CRB (Criminal Records Bureau). Host families will be notified when this procedure is introduced*
- *Attendance by all students will be closely monitored by the college, and any absence will be followed up by a telephone call to the host-family. Host families should notify the college immediately if they know that their student will not attend college. Any present or prospective host family should contact the college if they have any questions or doubts about any of the above matters before agreeing to accommodate any students under 16 years of age.*

To be completed by all members of the household over 16 years

Full Name

.....

Date of Birth

Address

.....

..... *Post Code*

HAVE YOU EVER

YES NO please tick

- | | | | |
|---|--|--------------------------|--------------------------|
| 1 | <i>Been convicted of any offences involving a child</i> | ☐ | ☐ |
| 2 | <i>Had a child removed from your care by the order of any court</i> | ☐ | ☐ |
| 3 | <i>Had registration under Part X of the Children Act 1989
refused or cancelled, (childminding)</i> | ☐ | ☐ |
| 4 | <i>Had a prohibition from private fostering imposed on you at
any time</i> | ☐ | ☐ |
| 5 | <i>Been disqualified from acting as a private foster carer</i> | ☐ | ☐ |

If you have answered “yes” to any of the above questions, please supply the dates and circumstances.

Section 70(1)(a) of the Children Act 1989, provides that a person who makes any statement in this notice or information which he knows to be false or misleading, shall be guilty of an offence and liable on summary conviction to fine not exceeding level 5.

I agree to the local authority arranging for an enhanced Criminal Records Bureau check for previous convictions.

Signed..... *Date*

Checked on September, 2025