



HOST FAMILY REGISTRATION FORM

Crown Guardians Bath Ltd
29 St James's Park, Bath, BA1 2SU
Tel: 01225 423327 Fax: 01225 313076
Email: mail@crownguardians.co.uk

HOSTING INTERNATIONAL STUDENTS

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

Crown Guardians are appointed by overseas families to represent their sons & daughters who are in full time education in boarding schools around England. Our students are not just passing through for the summer or part of a large group of students visiting the UK as educational tourists. Unlike students who visit the UK for a week or more or are part of a large group, our students are being educated in some of England's finest schools and come from very privileged backgrounds from every corner of the world. We need safe and reliable host families which they can get to know over many years and will return to stay between 3 and 8 times each year for up to 5 or 6 years. It is essential that the students are well cared for, well fed, respected and treated like a member of the family. In return it is expected that the student will be polite, respectful and accountable during his/her time with you. For those families that can provide a high level of supervision and care and can offer quality accommodation, the rewards are high, both socially and financially.

The ideal homestay is one in which each party learns from the other. We hope the experiences that result will have a positive impact on you, your family and the student. Everyone involved will learn and understand a little more about the world we live in and the countries and cultures which seem so far apart.

A large part of Crown Guardians role is to find host families that are interested in looking after students during the school half term breaks and occasional weekends. The information on the following pages serves as a reminder of important issues to consider. We ask that you read the information carefully before signing the host family agreement form. Please contact us if you have any questions or concerns. We are always looking for excellent host families, if you have any friends or relatives that may be interested, please pass on our details or let us know and we can give them a call.

Thank you again for your interest. Your participation will be greatly appreciated.

To submit your application to Crown Guardians:

The completed application & terms and conditions forms (pages 3, 4, and 5) may be faxed to us on: 01225 313076.

or sent by post to:

Crown Guardians Bath Ltd
29 St James's Park
Bath
BA1 2SU

Or by email to: mail@crownguardians.co.uk

Once Crown Guardians has received your completed application we will contact you to arrange an appointment to come and see you.

For more information about Crown Guardians please visit our website or give us a call:

www.crownguardians.co.uk

A GUIDE FOR HOMESTAY FAMILIES

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 in addition to the guidelines on page 4 should help to avoid problems created by misunderstandings. Discuss this information with the student at the beginning of their stay – Please don't wait until problems develop.

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

A student's command of English may at first be very limited and initially they may not communicate with you very much. Imagine yourself in the students' situation! "Please" and "Thank you" are often words not used in some languages and cultures. Please encourage your guest to learn good manners and please don't take offence if they appear to be rude. Our language, culture and manners are unique and must be learnt.

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

The rules regarding the use of telephone should be given priority. 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

Crown 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 Crown Guardians straight away and we will do all we can to help and assist whenever necessary.

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.
- Single beds must be used for each student. Under no circumstances should double beds be used to accommodate more than one student.
- 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 Crown Guardians.

Cancellation Terms

Crown Guardians prides itself on building and maintaining strong relationships with the students, host families and schools. For this reason Crown 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.

Crown Guardians will endeavour to provide host families with reasonable notice where possible when a cancellation is necessary. Unfortunately from time to time it may be that cancellation has to be made at the last minute, in such cases a compensation payment can be made.

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



HOST FAMILY

TERMS & CONDITIONS

Crown Guardians Bath Ltd
29 St James Park, Bath, BA1 2SU
Tel: 01225 423327 Fax: 01225 313076
Email: mail@crownguardians.co.uk

Data Protection

Crown Guardians Bath 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

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

Crown Guardians reserves the right to remove a child from your care without notice and may enter your home to do so. You can contact Crown Guardians Bath Ltd **24 hours a day** 7 days a week on **01225 423327**, alternatively, you may also contact us on **07715 123299** 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 received:

CRB forms submitted:



HOST FAMILY APPLICATION FORM

Crown Guardians Bath Ltd
29 St James Park, Bath, BA1 2SU
Tel: 01225 423327 Fax: 01225 313076
Email: mail@crownguardians.co.uk

PERSONAL INFORMATION

Name: _____ Surname: _____

Address: _____

Town: _____ Postcode: _____

Tel (Home): _____ Tel (Mobile): _____

E Mail: _____ Fax: _____

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: () Twin: () Triple: () Wireless Internet: (Y) (N)

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

FAMILY INFORMATION

Relationship Status: Married () Single () Separated ()

<i>Husband</i>	<i>Wife</i>
Occupation: _____	Occupation: _____
Religion: _____	Religion: _____
Age: _____	Age: _____
Ethnicity: _____	Ethnicity: _____
No of Adults _____	No. of school age children: _____

List adult details below:

Name _____	Age: _____	Male () Female ()
Name _____	Age: _____	Male () Female ()
Name _____	Age: _____	Male () Female ()
Name _____	Age: _____	Male () Female ()



HOST FAMILY APPLICATION FORM

Crown Guardians Bath Ltd
29 St James Park, Bath, BA1 2SU
Tel: 01225 423327 Fax: 01225 313076
Email: mail@crownguardians.co.uk

FAMILY INFORMATION CONT:

Pets in the household: (Y) (N) If 'Yes' Please Specify: _____

Previous experience of hosting: (Y) (N) Do you / anyone in your household smoke : (Y) (N)

If yes who have you hosted for: _____

YOUR PREFERENCES

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

REFERENCES & BACKGROUND CHECKS

As we represent and take responsibility for children living away from home and to conform to current legal requirements both compulsory codes of conduct, The Children's Act and voluntary codes such as AEGIS and The Association of Guardian Services, 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: _____
Address: _____

Telephone: _____

Name: _____
Address: _____

Telephone: _____

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 safe guarding of children and consent to Crown Guardians Bath Ltd carrying out any/ all necessary background checks.

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____