



ACCOMMODATION POLICY

APPROVED BY: Chris Evans

LAST UPDATED: 02/03/20

NEXT REVIEW DUE: 02/03/21

RESPONSIBILITY FOR REVIEW: Chris Evans / Nathan Barber

Cavendish School of English is committed to providing a safe comfortable environment for all our students whether they are staying with homestays or one of our residences. We acknowledge and respect that there is a greater degree of care that must be given to students' under-18 years old.

Adult students have an option of finding their own accommodation privately; all under-18 year olds must be accommodated using stringent guidelines. We therefore do accept student's under-18 if:

1. They are booked on a course that includes homestay accommodation provided by one of our registered homestay hosts.
2. They are booked on a course that includes residential accommodation at one of our summer residences.
3. They are living locally with their parents or responsible adult family members.

Most of our homestay providers are not registered Private Foster carers; therefore under-16 year olds are limited to courses of 26 days or less. Students that wish to stay for longer will be able to stay at our summer residence in Bournemouth, where we work closely with the local Private Fostering team.

Before students are accepted on a course we require a Parental Consent Form to be signed by the parents or legal guardians, this clearly outlines the level of care provided to all under-18 year old students.

HOMESTAY ACCOMMODATION

We carefully select homestay hosts that are welcoming and caring and will ensure you feel comfortable and at home with them. We also endeavour to ensure that children are protected from harm whilst staying with homestay providers by considering the following:

1. Homestay hosts

We take all reasonable steps to ensure our homestay hosts are recruited and trained, by:

- Following safer recruitment procedure for all hosts
- Inspecting all new homestay hosts
- Revisiting active hosts routinely
- Communicating with all homestay hosts regularly
- Giving homestay hosts clear guidelines on appropriate behaviour and reporting requirements
- Ensuring all hosts have read and agreed to uphold the schools policies and procedures as detailed in the Homestay Handbook. If policies are updated, homestay hosts are notified by email. During revisits, homestay hosts will always receive our latest Homestay Handbook.

2. Students

We take all reasonable steps to ensure our students are informed, instructed and aware, by:

- Giving students clear guidelines of acceptable behaviour prior to arrival
- Sending a confirmation letter in advance outlining homestay host details and any travel arrangements made by the school
- Ensuring contact numbers for students are provided in advance to the school, and if not the students' contact numbers, then the details of parents, legal guardians or agents

3. Homestay placements

We take all reasonable steps to ensure a safe and comfortable home environment, by:

- Allowing students and their parents to provide us with special homestay host requests
- Using all information given to match students with a suitable homestay host
- Ensuring under 18 year old students are not placed with adult students
- Ensuring any medical or dietary requirements are met
- Obtaining regular feedback from students with regard to their home environment
- Quickly dealing with student discomfort or uncertainty

4. Responsibilities

We take all reasonable steps to meet our legal safeguarding responsibilities, by:

- Implementing this policy and all supporting documents, and reviewing our practices regularly
- Requiring our homestay providers and staff to report any incidents or suspicion of abuse
- Referring any such Incidents to Statutory Authorities as required by law
- Remaining aware and respectful of Private Fostering responsibilities
- Keeping up to date with new regulations and implementing them
- Encouraging all homestay hosts to take up safeguarding training to at least Level 1
- Introducing all new homestay hosts on how to use the Cavendish Safeguarding Concern Form

RESIDENTIAL ACCOMMODATION

We carefully select our residences ensuring you feel safe, comfortable and protected whilst staying in our accommodation:

1. Residences

We take all reasonable steps to ensure our accommodation is safe and suitable, by:

- Allocating students by age and gender
- Employing male and female Residence Leaders, staying at the residence
- Ensuring clear communication with Residence Management staff, ie, regarding maintenance, security and fire drills
- Ensuring rooms are clean and ready on arrival and maintain weekly cleaning
- Ensuring appropriate signage throughout
- Ensuring nightly checks are made and recorded
- Ensuring staff / student ratios are always followed

2. Students

We take all reasonable steps to ensure our students are informed, instructed and aware, by:

- All students are provided with a welcome pack and timetable on their arrival day
- Giving students clear guidelines of acceptable behaviour prior to arrival
- Insisting on mobile numbers of every student. In rare cases where a student arrives to CSE without a mobile telephone, one can be provided for the duration of their stay, to aid and avoid possible instances of absenteeism or lost students
- Giving a comprehensive welcome talk on arrival and relevant information relating to their stay
- Publicising the Cavendish Student Handbook throughout the school

3. Residence Staff

We take all reasonable steps to ensure our staff are well selected and trained, by:

- Following safer recruitment procedure for all roles
- Providing regular and appropriate safeguarding training for all staff
- Giving clear guidelines on appropriate behaviour and reporting requirements
- Ensuring any medical or dietary requirements are met
- Encouraging an open and trusting environment where concerns can be aired in confidence
- Ensuring all staff have read and agreed to uphold the schools policies and procedures as detailed in the Employee handbook
- Ensuring all staff are trained in the use of risk assessments and the safeguarding concern form.

4. Responsibilities

We take all reasonable steps to meet our legal safeguarding responsibilities, by:

- Implementing this policy and all supporting documents, and reviewing regularly
- Requiring staff to report any incidents or suspicion of abuse, or any concerns regarding students no matter how minor, to the CSE DSL / Welfare Officer or Safeguarding Team
- Referring any such Incidents to Statutory Authorities as required by law
- Remaining aware and respectful of Private Fostering responsibilities
- Keeping up to date with new regulations and implementing them