

Table of changes

Date	Version	Summary of Amendments	Author
05.08.2021	1	n/a	JC

This statement is to be read in the context of the following policies:

- Anti-bullying Policy
- Behaviour Policy
- Complaints Procedure
- Online Safety Policy
- First Aid Policy
- Health and Safety Policy
- Risk Assessment Policy
- Safeguarding Policy
- Safer Recruitment Policy
- Whistleblowing Policy
- South England Exchange Absent or Missing Student Policy
- South England Exchange Anti-radicalisation Policy
- South England Exchange Emergency Procedure
- South England Exchange Low Level Concern Policy
- South England Exchange Private Fostering Statement
- South England Exchange Relocation Policy
- South England Exchange Staff and Host Family Code of Conduct
- South England Exchange The Rules

Where not explicitly mentioned above, South England Exchange's equivalent policies are also linked to this statement (southenglandexchange.org/policies).

Aims of BIS

BIS receives students for one or two years. Most of them come from abroad.

It is our aim to encourage them to develop a growth mindset and a strong sense of responsibility for self and others.

Our host family accommodation helps mature, adaptable young people live and learn here because inter-culturalism strengthens the individual and our world. Living with a British family immerses our overseas students in the local culture and the English language, preparing them for life in a globalised

Date: 12 Oct 2021

24h emergency phone line: +44 (0)7796 997780
Second emergency line: +44 07795 842565

Review by: 12 Oct 2022

BIS, 5 Old Steine, Brighton BN1 1EJ

info@southenglandexchange.org
www.southenglandexchange.org

world. Our British students benefit from being part of BIS's multi-national student body by being introduced to different cultures, languages and traditions without having to travel.

BIS is committed to the safety, welfare and well-being of all students.

Organisation of Accommodation

General principles

BIS's accommodation is entirely with local host families and organised by BIS's proprietor, South England Exchange Ltd (SEE).

Host families are carefully selected from applicants in the Brighton and Hove area. Families are vetted against robust safeguarding principles. SEE visits every home at least twice a year to ensure the accommodation offered is safe and of good quality and both student and family are happy with the arrangement. Host families receive tailor-made safeguarding training.

SEE's local area managers act as the first point of contact for both host families and students. Area managers undergo regular training in safeguarding matters and know their families and students well.

The accommodation process

Prior to arrival

SEE receives a student's application from exchange partners abroad. The application includes interview notes and the student's academic, medical and other requirements. Also included are the applicant's interests and preferences for a family. These data are used to create a student profile.

Similar profiles are being created for each host family, based on the area manager's visits to the family home and additional interviews and conversations with the primary carer. Most families have hosted for South England Exchange over a number of years.

Based on their respective profiles, each student is matched with a host family. Profiles and contact details are exchanged. Students are encouraged to make contact well before they arrive in the UK.

SEE's area managers contact their students prior to arrival in the UK to ensure the student has made contact with their host family, and to discuss school subject choices. They will assist the student with looking for extra-curricular activities to further their interests, such as joining sports teams. Help is also given with logistics, for example arranging bus passes.

Arrival

SEE's partners abroad book students' travel to the UK. SEE representatives meet the new arrivals at the airport and arrange for onward travel to the host family. This can be by coach or by private hire car. Students are met by host families at the coach terminal or, if transfer is by taxi, at their home.

The area manager meets with the student and the primary carer in the host family home no later than 2 weeks after arrival. This meeting includes a student induction and serves to explore if both parties' expectations are met. The student is given the opportunity to speak to the area manager without a host family member present and vice versa.

After Arrival

After the initial meeting, area managers meet up with students at least once a month or more often if required.

Departure

Approximately 4 weeks before the planned departure date, the area manager meets the student and primary carer in the host family home. Both parties are given the opportunity to talk about their mutual experience. All comments are encouraged because they help SEE to improve.

Admissions

In admitting students and placing them in host families, SEE and BIS is committed to the principle of equality as expressed by the Equality Act 2010. No student will be discriminated against on the grounds of age, gender reassignment, sex, sexual orientation, partnership, belief, race, religion, maternity or pregnancy.

Welfare of students in accommodation

Physical and mental wellbeing of our students is of prime importance.

Outside school hours, students are being cared for by their host family. A support network exists in the form of the SEE management structure. Students can always contact their area manager, the national manager or the director of SEE should they wish to. A 24h emergency number is given to each student and host family.

Date: 12 Oct 2021

24h emergency phone line: +44 (0)7796 997780
Second emergency line: +44 07795 842565

Review by: 12 Oct 2022

BIS, 5 Old Steine, Brighton BN1 1EJ

info@southenglandexchange.org
www.southenglandexchange.org

Medical provisions

Host families will register their student with their local GP. If required, students can use local dentists and optometrists.

Students must inform SEE of any medical requirements they may have. SEE will select a host family which can suitably support the student with this requirement. This includes chronic illnesses and disabilities.

Students are expected to self-medicate, as they are all aged 15 and above.

For medication taken to school, please also see BIS's First Aid policy.

Household remedies can be self-administered in the host family home.

Care of unwell students

Minor Illness

If a student cannot attend school because they are ill, the host family must notify the school of the absence. The student is to stay at home with the host family.

Hospitalisation

Should hospital treatment become necessary, the host family and, where possible, the student must inform SEE and BIS of this, including the hospital the student will be admitted to, the dates of admittance and release, the condition treatment is being undergone for, and the nature of treatment. SEE and BIS will exchange information about the prolonged absence and keep the exchange partner abroad informed of any developments. It is expected that the exchange partner will communicate any news to the natural family. Please note that where the illness is of a pandemic nature, students, host families, BIS and SEE are required to follow any governmental advice or advice by relevant health bodies.

If a student requires hospital treatment due to an incident which occurred at school, please also see BIS's First Aid policy.

Dietary requirements

During the application process, students are asked to inform SEE of any special dietary requirements they may have. SEE will select a family which can support the student with this requirement. Students are asked not to change their diet during the stay in the host family unless this is medically necessary.

Access to local facilities

Due to the accommodation in host families, all students live in the local community and have access to local facilities. SEE provides a framework of rules for going out locally, going on trips and for overnight visits.

Extra-curricular activities

All students are encouraged to engage in at least one extra-curricular activity. Area managers assist them with choosing and signing up.

Extra-curricular activities can include sports clubs and gyms, music-making, after school clubs dedicated to special interests, or they can involve volunteering in the community or taking a job (where immigration legislation allows).

BIS and SEE believe that this additional activity will further a student's integration in the community and contribute to their social connections and wellbeing.

SEE organises a variety of accompanied trips to places of outstanding beauty, tourist interest or arts performances, and arranges for workshops and get-togethers for SEE and BIS students. These activities will enrich students' experience of UK life and culture and put them in touch with like minded teenagers.

Safe spaces

Students can use the communal areas in the host family home as agreed with the family for recreational and social purposes.

If a student wishes to be alone for private or study reasons, they can use their own room at the host family home.

Review

This statement will be reviewed annually and amended when required. Student, host family and staff views are invited and will contribute to amending this document.