

Term Time Host Service

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States of Guernsey
Children and Family
Community Services



TERM TIME HOSTS GUIDE 2018

**Information leaflet regarding
accommodation for Alderney,
Herm and Sark students
receiving education in Guernsey**



Term Time Hosts provide accommodation to students from Alderney, Herm or Sark whilst they complete their education in the Bailiwick of Guernsey.

The student joins the Host's family, residing with them during term time, returning to their family at half term breaks and between terms.

Hosts provide accommodation, a warm welcome, food, laundry, and emotional support to the student during their stay. Hosts receive an allowance for providing this service, paid monthly in arrears. It would be hoped that the Host and student remain together until the end of the student's education.



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If you are interested in becoming a Term Time Host for student (s) from Alderney, Herm, or Sark

please contact 723182:



Parent Responsibilities

Parents are charged a contribution towards costs incurred in the care of the student. This contribution is paid monthly and is set out at a daily rate determined by the Committee (see detail referenced above). Details of arrangements for payment are set out in a written agreement provided to and signed by parents. This agreement outlines the terms and condition of payment. This document can be obtained through the Finance section of the Committee.

Further information regarding financial matters can be obtained from the Fostering and Alderney and Herm Carer Payments Officer on 725241. Please note these are current arrangements and may be subject to review.



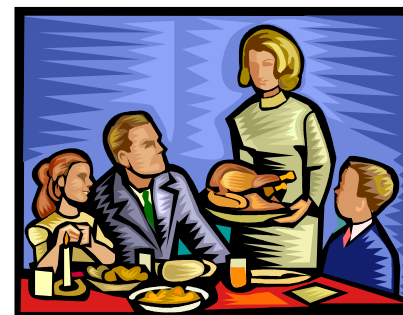
Travel Arrangements

Students are currently entitled to 2 return flights per term. If the parent/student should decide to book single flights, they will be liable for any bookings over the 6, with the exception of Year 7 students who can claim one extra flight during the first term either for the student or their parent to offer support as it is recognised that they may take longer to settle in Guernsey.

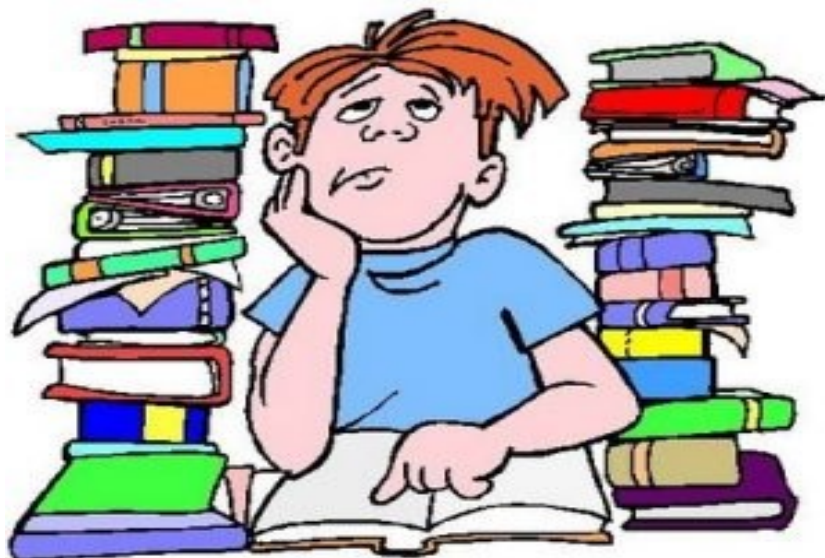
New students who will be attending a school in Guernsey or college are currently entitled to a return flight for the student and both parents to meet the host family. Parents are responsible for booking travel in a timely manner to ensure availability and should be booked at the start of the academic year. All flights must be booked through The Hub, Amber Lickley can be contacted on 01481 747392 pre-authorisation codes should be obtained from the Fostering Finance Officer prior to booking flights.

Contents

General information	4
The Law surrounding the care of students	5
The process involved	6
Assessment of the suitability of Term Time Host	7
Checks undertaken	7
The assessment	8
The recommendation and Panel	9
Pre-placement visits	10
Monitoring placements and resolving issues	11
Student health	11
Commencement of education	12
Finance	12
Travel arrangements	14
Contact information	15



The Committee for Children and Family Community Services is responsible for the assessment and approval of Term Time Hosts for students from Alderney, Herm and Sark along with the support and review of each host providing a placement.



Post GCSE

The majority of students from Alderney, Herm and Sark who choose to be educated in Guernsey are 16 year olds studying A levels. The Term Time Service is responsible for providing Term Time Hosts for students attending the Grammar Schools, or Guernsey Colleges of Further Education. The Committee does not provide assistance in accommodating students who attend education as fee payers, or students who start a course after aged 18. Should a course continue beyond a 18th birthday the student can remain with the scheme until the end of the course.

INSURANCE

Reimbursement for any damage or loss caused by the student to the term time hosts property will be the responsibility of the student and parent, the Committee will liaise between parties if agreement is not reached regarding the cost.



Term Time Host Responsibilities

In return for providing term time accommodation for a student, the Committee will make payments to Term Time Hosts at a rate determined annually by the Committee. Payments are made monthly in arrears. Payment is intended to cover all board and lodgings, laundry etc. Expenses such as clothing, pocket money, transport, sport, leisure, entertainment and toiletry costs remain the responsibility of the parent.

A Host, or where a couple, one of the Hosts, needs to be present throughout the term time to provide the service and support the student. To avoid disruption to students and placement moves if the Host has to take time away from the household, subject to the agreement of the Committee and student's family, the Host to arrange for an adult to be in the home to provide support and supervision to the student during their time away. This adult to be subject to Enhanced Disclosure Vetting and Barring check prior to moving in. In exceptional circumstances only arrangements might be made for the student to move to another Host if agreed in advance by the Committee, and student's parents.

Hosts are required to support the diversity needs of any student placed. Where a student's culture and background differs from that of the Host family discussions should take place with parent and student, to agree actions and support to meet the student's needs.

Where possible parents should ensure that the student is covered by the St John Ambulance Scheme. Enquiries should be made directly with The St John Ambulance and Rescue Service (Telephone 723866). If students are not covered by the scheme, parents will bear any cost incurred.



Commencement of education in Guernsey

Students are normally expected to arrive in Guernsey for the start of the academic year. Liaison between students, parents and Term Time Hosts should take place during the summer holidays in order to finalise dates of arrival in Guernsey.

Students who commence education at the age of 11 will have the opportunity to meet a Pastoral worker each school term until they are 17. Students over 17 in their last year of education can choose whether they wish to meet with support staff.

FINANCES (Please note that this information does not apply to students from Sark)

Parents and the Committee both contribute to the payment of Term Time Hosts. Payment is based on a daily rate for the exact term time dates that the student commences studies as set by the Education Department. Payment will include weekends and any Bank Holidays that occur during term time. Should a student seek to prolong their stay or arrive early outside of normal term dates it is the responsibility of the parent to meet the full financial cost of this. In these circumstances parents and hosts should reach a mutual agreement between themselves arrangement prior to the extended period. Term Time Hosts are not eligible for payment of allowances during half term breaks. Payment by parents and the Committee to hosts will cease when students return home as a result of completion of their examinations. Should a student return home prior to completion of their course payment will be calculated up to the day the student and their belongings leave the Host's home, however it would be reasonable to provide one month's notice if possible.



Law relating to Term Time Service

The scheme is designed to assist those parents and others with parental responsibility from Alderney, Herm and Sark whose children attend a school or College in Guernsey to obtain suitable accommodation for that child during the school term. As part of such a scheme the Committee offer a service to parents and others with parental responsibility which includes carrying out an assessment of any proposed Term Time Host, their family and the accommodation to be offered, making a recommendation as to their suitability to become a Term Time Host.

Any placement of a child with a Term Time Host under this scheme will be made between the child's parent or guardian and the Term Time Host. This is facilitated by a member of the Term Time Host Service. This is not accommodation provided by the Committee or a 'placement' made by the Committee. The child will not be in the care of the Committee and will not become a "looked after child". Those with parental responsibility for the child retain those responsibilities and duties and are ultimately responsible for ensuring that the placement is a suitable one for their child.

As part of the scheme, the Committee will provide advice as necessary regarding the student's care.



The process involved

The Term Time Host Service is responsible for the recruitment, assessment and approval of Term Time Hosts. When approved, Hosts and the scheme sign a Term Time Host Agreement which confirms expectations of Hosts and the Scheme.



The Term Time Host Service is also responsible for obtaining information with regard to student's wishing to use the service. This information is obtained from the student, their parents, and the student's school.

The Term Time Host Service leads in the co-ordination of information gathering and works closely with parents, students and staff at school to recommend a suitable match between the student and Term Time Host.

Parents are required to disclose information with regard medical needs and any significant events which the Committee should be made aware of. Parents are required to provide Basic Police Checks on students aged 16 plus.

The Term Time Host Service will meet with students and their parents in March at school to provide information on the service and May at their home to discuss and gather information to aid the Matching.

The Term Time Host Service will meet with the student, their parent/s, and the Term Time Host for an initial introduction visit, as soon as all information has been received from the Student and parents..

Confirmation of the students placement will take place if all parties are in agreement. A placement agreement is raised which outlines expectations for the student and host for the duration of the students stay.

Monitoring placements and resolving issues

The Term Time Host Service will have contact with parents, students, and carers as part of the matching arrangements. The service will support the Term Time Host and will conduct an annual review. The Term Time Host Service will meet with students, and Hosts, at least once per term and more often where necessary.

Parents, students and Term Time Hosts are encouraged to communicate on a regular basis and work together to resolve any issues that may arise. In the event of serious or persistent difficulties the School, College or Term Time Host Service can be contacted for advice and support. Experience has shown that potential difficulties can be avoided through openness and a willingness to communicate and negotiate by all parties. It is particularly important that parents and Term Time Hosts communicate on a regular basis to address any issues that may arise.

Where serious issues arise due to the behaviour of a student, this may place the accommodation with a Term Time Host in jeopardy and the placement may be terminated. If no alternative placement is available the service may not be able to accommodate the student further.



Student Health

Each student should be registered with a medical practice in Guernsey prior to his/her arrival on the Island. This should be arranged by parents in consultation with the student's medical practitioner in Alderney, Herm or Sark. Details of the medical practice with whom the student is registered in Guernsey should be given to the Term Time Host. Parents are required to provide medical information regarding the student and consent to medical treatment. Parents bear full costs with regard to the student's medical, dental and ophthalmic needs whilst in placement.

Pre-placement visits

Pre placement visits take place, usually during June or July when the student and one or both parents visit Guernsey in order to meet the Term Time Host, together with a member of staff from the Term Time Host Service.

Pre-placement visits play an important part in the process of arranging accommodation for students as they allow the prospective host family, student, parent and the Committee the opportunity to discuss the proposed placement of the student.

Information shared may include:

- Student's likes and dislikes including dietary requirements.
- Medical needs.
- Behavioural boundaries.
- Going out in evenings and at weekends.
- Staying with friends or friends visiting the home.
- Use of telephone/computers etc.
- Arrangements for household chores.
- Household routines and responsibilities.
- Transport arrangements in Guernsey.
- Whether it is possible for the student to bring certain personal items i.e. TV, CD player, computer or musical instrument.

The pre placement meeting should assist in achieving agreement on any of the above issues and provide an opportunity for all parties to have a clear understanding of each others roles and responsibilities.

If all parties are satisfied with the proposed arrangements, then a Placement Agreement is drawn up and signed. In addition, a member of the Term Time Host Service will complete the relevant paperwork to apply for the necessary Housing Licence to enable the student to reside in Guernsey.

Assessment of the suitability of Term Time Host

Guernsey families who express an interest in providing a Term Time home for a student will be assessed by the Term Time Host Service. The assessment will determine their suitability in providing this form of care.

Following an Initial Enquiry an initial home visit is arranged to provide information regarding the service and the role of the Term Time Host. The visit will also provide the opportunity for the Service to ascertain what the prospective host has to offer with regard to providing accommodation and looking after young people.

If there are no immediate concerns and the Committee and prospective host wish to proceed with an assessment, an application form and consent forms are completed. This enables the Committee to initiate Statutory checks and references. An assessment will not proceed until all checks and references have been returned satisfactory.

Checks Required

Statutory checks:

- Enhanced Police Checks for all residents of the home aged 16+.
- Social Services Checks
- Probation Checks

Health and Safety checks

- Health and Safety check of the home, which includes Fire Safety check
- Pet questionnaire (where applicable)
- Safer caring Policy

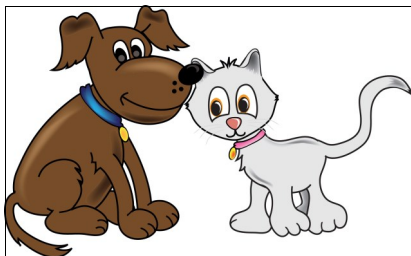
References

- GP
- Independent References
- Employer
- School (where applicable)
- Ex partner Check (where applicable)

The Assessment

A member of staff from the Term Time Host Service will meet with the applicants and members of their family on a number of occasions in order to undertake an assessment of the suitability of the applicants to become Term Time Hosts. The assessment includes information on:

- Details of all members of the household and family members living away from home;
- Employment and hours of work;
- Information regarding support network;
- Description of family members;
- Information regarding pets. A Pet Questionnaire will be completed and consideration will be made about the impact that any pet may have in regard to a student;
- Information regarding current relationship, including details of any previous significant relationships;
- Information regarding the health of each applicant. A Medical Practitioner will already have been contacted for a reference on the capacity of the applicant to provide term time accommodation;
- Discussions on how applicants manage stress, and the managing the impact of having YP within the home.
- A detailed description of the home, (to include a suitable bedroom for a student, health and safety assessment and information regarding location)
- Applicant's motivation to become a Term Time Host;
- Experience of caring for young people and insight and understanding of the needs of young people.



The Recommendation and Panel

The applicant is provided with a copy of the assessment (minus checks and references) and an opportunity is provided for any comments or factual amendments they may wish to make.

The assessment is submitted to the Accommodation and Resource Panel within the Committee. The assessor attends Panel to present the assessment. The Panel makes a recommendation regarding whether the application should be approved. Panel can also decide against recommending approval or defer their recommendation in order to request further information. The Assessment, Panel's recommendation and minutes of the Panel are submitted to the Agency Decision Maker who considers the information and makes decisions on approval.

The applicant is advised of the Panel's recommendation and the decision of the Agency Decision Maker is confirmed in writing. Should the Panel recommend against approval the Applicant can appeal. When approval has been made, the Term Time Host and service sign an Agreement which outlines the responsibilities and expectations of Host and the Committee.

Term Time Hosts are required to notify the Term Time Host Service of any change in their circumstances including changes to members of their household, criminal convictions or significant changes to information included in the assessment report. An addendum report will be presented to the Accommodation and Resource Panel in these circumstances.

Matching placements

The Term Time Host Service considers the information provided on the Student and their needs and will attempt to match students to Term Time Hosts where possible. Once a potential match has been identified information is shared between both parties. If all parties agree, an introduction and pre placement visit is arranged.