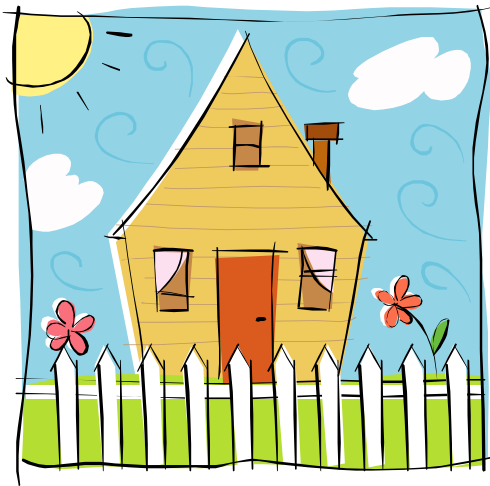


**Services for Children and Young People**



**INFORMATION REGARDING  
ACCOMMODATION FOR  
ALDERNEY, SARK AND HERM  
STUDENTS RECEIVING  
EDUCATION IN GUERNSEY**

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In January 2009, the Health and Social Services Department (HSSD) acquired the responsibility for the assessment and approval of Term Time Carers for students from Alderney and Sark along with the support and review of each carer providing a placement.

### **11+ selection process**

Education provision at the Grammar School and the Independent College is available to students from Alderney through the 11+ selection process, subject to parental choice.

Sark children do not have a legal entitlement to enter the Guernsey 11+ selection process. Parents can opt for their child to participate in the 11+ selection process. If there is an indicated preference for which school they wish their child to attend, they will be required to meet the full economic cost of education in Guernsey together with the full cost of board and lodging. Parents who opt for their children to take advantage of this educational provision can expect their children to be resident in Guernsey, on a term time basis, for up to seven years. Parents who are considering the offer of a Grammar School or College placement for their 11/12 year olds need to weigh up the educational benefits against any possible disadvantages their child may experience in living away from home.



### **Post GCSE**

The majority of students from Alderney, Sark and Herm who choose to be educated in Guernsey are 16 year olds. Having completed their GCSEs and decided to follow the 'A' Level courses at either the Grammar School, one of the Independent Colleges or alternatively follow a one or two year course at the Guernsey College Of Further Education.



## Law relating to Term Time Care

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

Any placement of a child with a Term Time Carer under this scheme will be made between the child's parent(s) or guardian and the Term Time Carer. This is facilitated by a member of the Family Placement Service. This is not accommodation provided by HSSD or a 'placement' made by the Department. The child will not be in the care of the Department 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 Department will provide advice as is necessary regarding the student's care.

## The process for the organisation of Term Time Students

**A)** Recruitment of Guernsey families willing and able to provide term time homes for students. Through advertising in the media and Guernsey schools, issuing information leaflets, undertaking initial home visits, undertaking detailed assessments including agency checks) and presenting reports to the Panel

**B)** Obtaining basic information in respect of any student (under 18 years of age) from Alderney, Sark, or Herm who is seeking to continue their education in Guernsey. Including a request for written reports from their school and confidential medical reports from the student's Medical Practitioner. All such reports are obtained with parental consent.

The Family Placement Service will lead in the co-ordination of the early information gathering as required. We will work closely with parents, students and staff at the school to ensure there are adequate details to identify individuals needs.

**C)** All parents will be asked to disclose any information of a criminal nature that relates to their child. This is necessary as students may be placed with families where there are younger children.

**D)** Meetings with students (Alderney only) and their parents at some point during their final year at school.

**E)** Linking individual students with approved local families. This will involve considerable planning in order to achieve compatibility between students and their carer(s).

**F)** Arranging pre-placement visits. This will involve the student and one or both parents, coming over to Guernsey in order to meet the prospective host family

**G)** Confirmation of the student placement will only take place if all parties involved including the student, parent(s) and carer(s) are agreed that the proposed placement is suitable for the student's needs.

### **Assessment of the suitability of Term Time Carer(s) to provide care and accommodation for student(s)**

Guernsey families who express an interest in providing a Term Time home for a student(s) will be assessed by a member of staff based in the Family Placement Service to determine their suitability in providing this form of care.

After an initial telephone discussion a home visit will take place. The main purpose of this, is to allow the prospective Term Time Carer(s) the opportunity of gaining as much information as possible regarding the task of caring for a student(s). It is at this point in the process that concerns may arise from either side that will prevent the process from progressing further. The meeting will allow the staff member to ascertain what the term time carer(s) has to offer with regard to accommodation.

If, however there are no immediate concerns and the applicant(s) wish to proceed with the assessment, the applicant(s) will be asked to complete and sign the consent forms, in order for agency checks to be carried out and references sought. An assessment will not normally proceed until the CRB Police Check has been returned.



## Checks Required

### CRB Police Check

**The Services for Children and Young People is required to undertake a check of the following:**

- Any individual over the age of 16 residing in the house
- Any person resident within the household who is off island because they attend university, or are travelling, etc
- The non resident partner of a single applicant
- An ex partner, husband, or wife who spends a substantial amount of time involved with the household
- Such individual that the Services for Children and Young People feel should be checked in a manner due to their connections with the applicant with the written consent of the persons concerned The Services for Children and Young People will then write to the Guernsey Police and request details of any criminal records that may be catalogued against the applicant and/or any of the above.
- If the applicant or any other adult, who has undertaken the Police Check, is found to have entries against their name, they will be invited to discuss these matters. If the applicant choose not to meet to discuss these matters, they will be advised that the assessment will not proceed further.
- Criminal disclosures will not necessary preclude a person from consideration as a Term Time Carer. Particular attention will be given to the nature and seriousness of the offences. A person who applies to be a Term Time Carer should be aware that whilst they may not have committed a criminal offence, an adult of their household may have a criminal record and depending on the nature or seriousness of the offence this alone could prevent the applicant from being approved as a Term Time Carer.

### Medical Check

With the written consent of the applicant HSSD will write to the Medical Practitioner with whom the applicant is registered to obtain his/her views on the suitability of the applicant to care for children and young people. An applicant who has undergone significant medical or psychiatric treatment is advised to discuss with their Medical Practitioner their intention to become a Term Time Carer. With their written consent, HSSD will check their records. Matters of concern will have to be discussed between the applicant and the assessing member of staff before the assessment process can advance.



### Probation Service

With the written consent of the applicant HSSD will request any relevant information from the Probation Service. Matters of concern will be discussed before the assessment process can advance.

### Applicant(s) with School Age Children

With the written consent of the applicant HSSD will request any relevant information about the applicant's child(ren), from the Head Teacher of the school they attend. Matters of concern will have to be discussed between the applicant (s) and the assessing member of staff, before the assessment process can progress.



### Independent References

The applicant(s) should nominate three people who will be willing to provide independent references. These nominated people would need to have known the applicant(s) for at least two years and be in a position to comment, in writing, on their suitability to undertake the task of providing term time care for a student. One of the referees must be an extended family member of one of the applicants. On receipt of a reference the assessing member of staff will make telephone contact with the referees to obtain any additional information or to clarify any specific matters.





### Information needed from the Term Time Carer to inform assessment

The member of staff undertaking the assessment will meet with the applicant(s) and members of their family on at least two occasions in order to complete the assessment form covering the following areas:

- Full names of all members of the household and family members living away from home, dates of birth, whether employed or attending College/school, and hours of work
- Details regarding extended family and network of friends
- Description of family member(s),
- Details about any pet(s). A questionnaire will be completed about pets and consideration will be made about the impact that any animal has in regards to a student(s)
- Details regarding marital status, including details of any previous marriage and, if relevant any child custody arrangements.
- Details regarding the health of each applicant as well as members of their family. A Medical Practitioner will already have been contacted for a reference on the capacity of the applicant to provide term time care
- A detailed description of the home (to include a suitable bedroom for a student(s), including a health and safety assessment, details regarding location
- Reasons why the applicant(s) are interested in becoming approved Term Time Carer(s)

## The Family Placement Service Assessment and Recommendation

When a member of The Family Placement Service has completed the Report they will arrange to meet with the applicant(s) to discuss this further. The applicant(s) will have the opportunity to read through the Report and ask to have factually incorrect information amended. Prospective term time carer(s) should be advised of any reservations the member of staff may have. In the event of the member of staff having identified areas of concern which may affect the eventual outcome of the application, this is often an opportunity to address the areas of concern prior to proceeding any further. Alternatively, the applicant(s) may wish to withdraw from the process. It should be stated that in the vast majority of cases if an application carries the recommendation of the member of staff then there is a favourable outcome to the process

The final assessment document is submitted to a Panel within HSSD. The assessing member of staff responsible for preparing the Report will be available to attend the Panel at which queries or concerns can be discussed. The Panel will decide whether to agree the recommendation being made for approval of the Term Time Carer(s) or decide against granting approval, or defer the recommendation, in order to allow further enquiries to be made. The applicant(s) are invited to attend part of the discussion on their application. The Panel's decision has to be ratified by the Director of Services for Children and Young People.



The applicant(s) will be advised of the Panel's recommendation and subsequently receive a letter to confirm the decision. Should the Panel recommend against granting approval the applicant(s) are able to appeal against such a decision by writing to the Chief Officer of HSSD within seven days.

Applicant(s) who are approved by the Panel as Term Time Carer(s) are required to notify the Services for Children and Young People via the Family Placement Service of any change in their circumstances or changes to significant information contained in the assessment report. An addendum to the report will be presented to the Panel in these circumstances.

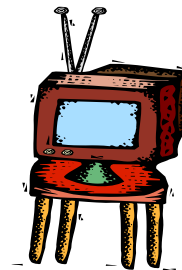


### Pre-Placement Visits

This will involve the student(s) and one or both parents visiting Guernsey, usually during the Summer Term, in order to meet the term-time carer(s) with whom the student is likely to be placed. HSSD will meet the costs of the air fares, for the student plus both parents.

Pre-placement visits play a vital part in the whole process of organising accommodation for students as it allows the prospective host family, student(s), parents and the Department the opportunity to discuss collectively the proposed placement of the student(s). Examples of issues that may arise from these meetings are:

- Meals, student's likes and dislikes
- Medical needs
- Behavioural boundaries
- Going out in the evening and weekends
- Staying with friends or friends visiting the host family home
- Arrangements regarding laundry
- Transport arrangements in Guernsey
- Use of telephone/computers etc
- Whether it is possible for the student to bring their TV, CD player, computer or musical instrument.



### Pre Placement cont....



It should be possible at the pre placement meeting to achieve agreement on any of the above issues and for all parties to have a clear understanding of each others roles and responsibilities. Whilst Term Time Carer(s) will be sensitive to the difficult adjustments for student(s), the student(s) will be expected to integrate into a new situation. A student will also needs to recognise they are effectively boarding in someone else's home and that expectations regarding their general conduct will be different to that of living in your own home . Ultimately it is the Term Time Carer(s) who set the boundaries regarding the conduct and social activities of a student(s) whilst they are residing in Guernsey. Experience has shown that potential difficulties can be avoided through openness and a willingness to communicate and negotiate. It is particularly important that a Term Time Carer(s) and the parent(s) of a student(s) communicate on a regular basis.

**A student must remember that if their behaviour causes concern they may place in jeopardy not only the placement with the Term Time Carer(s) but also their education in Guernsey**

If the carer(s), parent(s) and student(a) are satisfied with the arrangements then a Placement Agreement will be drawn up and signed. In addition, a member of the Family Placement Service will complete the relevant paperwork to apply for the Housing Licence.



## 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 in consultation with the student's medical practitioner in Alderney or Sark. Details of the medical practice with whom the student is registered in Guernsey should be given to the Term Time Carer

Each student should also ensure that they are covered by the St John's Ambulance Subscription Scheme. Enquiries should be made directly with The St John's Ambulance and Rescue Service (Telephone 723866)

## Commencement of Education in Guernsey

A Student(s) are normally expected to arrive in Guernsey for the start of the academic year. Liaison between student(s), parent(s) and Term Time Carer(s) should have taken place during the school summer holidays in order to finalise dates of arrival in Guernsey. Student(s) 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 aged 17 + in their last year of education can choose whether they wish to meet with support staff.



Dealing with queries or concerns student(s), parent(s) and Term Time Carer(s) are encouraged to work together to try and resolve any difficulties that may arise. In the event of serious or persistent difficulties the School, College or Family Placement Service can be contacted for advice.



The Family Placement Service will have responsibility for supporting and reviewing the Term Time Carer(s), ensuring that they have signed an undertaking form and maintain regular contact with them.

The Family Placement Service will meet with Term Time Carer(s) once a year for an Annual Review Meeting. This meeting will take place at the Carer's home.

## Finances



### Term Time Carer(s)

In return for providing a term time home for a student, HSSD will make payments to Term Time Carer(s) at a rate determined annually by the Department. This is intended to cover all board and lodgings, laundry etc. Expenses such as pocket money, transport, leisure or entertainment and toiletries costs remain the responsibility of the student's parent(s). Once a student is placed with a Term Time Carer payments will be paid monthly in arrears. This allowance is a non-taxable sum.

### Parent (s)

Students are entitled to six return flights per academic year between Alderney and Guernsey. Those students in Year 7 will be offered an additional flight to allow for a settling in period.

It is not anticipated that a student(s) will take any personal holidays during term time. Where arrangements have been made for a student to remain in Guernsey or return to Guernsey outside the term time dates, it is the responsibility of the parent(s) of the student(s) for the financial cost of this.

Please note that none of the above applies to students in Sark

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

**or a parent who requires further information  
regarding student accommodation  
please contact**

**The Family Placement Service  
Garden Hill Resource Centre**

**Rohais**

**St Peter Port**

**GY1 1FB**

**Telephone: 713230**

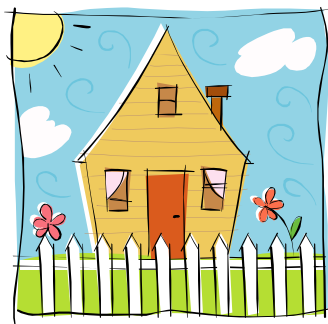
**Fax: 700951**

**Out of hours emergency contact with  
the Children and Young People Services  
can be made via**

**Princess Elizabeth Hospital on 725241**



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Garden Hill Resource Centre  
Rohais  
St Peter Port  
GY1 1FB  
Telephone: 713230  
Fax: 700951**



 **HEALTH AND SOCIAL SERVICES**  
A STATES OF GUERNSEY GOVERNMENT DEPARTMENT