



Welfare Health and Safety Policy

Health and Safety Statement

Kew Learning recognises and accepts its responsibility as an employer and provider of guardianship services and is committed to ensure a safe and healthy environment for staff and students placed with the homestays in line with the AEGIS requirements. Good health and safety management is an integral part of the way that we operate and is one of the most important homestay checks we conduct.

Homestay Checks

The Health and Safety Assessment is the part of the Homestay Registration Procedure and includes the following checks – it is the homestay's responsibility to make sure that:

- A minimum of one smoke alarm to be installed on every storey
- A carbon monoxide alarm to be installed in any room containing a gas, liquid or solid fuel burning appliance
- An annual Landlord gas safety check to be undertaken by a Gas Safe registered engineer and a copy of the certificate is provide to Kew Learning
- The electrical system is safe, e.g. sockets and light fittings are secure and not overloaded and any appliances used by the student are safe
- The possible evacuation routes from the property are discussed with students on a regular basis. If doors or windows are locked students must know where to find the key in the event of a fire.
- If fire extinguishers and fire blankets are provided they are suitably serviced
- Where open fires are used, a suitable fire guard is in place when the fire is lit
- Any matches / lighters are appropriately stored
- A basic first aid kit is available to include, plasters, sterile eye- pad, triangular bandage, safety pins, non-medicated wound dressing, disposable gloves, leaflet giving guidance on first aid
- Any prescription medication and drugs are kept safely especially when hosting young students
- Alcohol is appropriately stored
- The homestay has an awareness of basic food hygiene when preparing meals for students
- The homestay should ensure that any food purchased by the students is properly stored

Students should also be shown how to dial 999 for Police, Fire or Ambulance should any such emergency arise.

When staying with a host family, each student should have his or her own room or share with someone of a similar age and of the same sex. The students need to have a comfortable bed with clean, bedding and a bath towel; somewhere to put their belongings; a table/desk and chair (with lighting) for working, ideally in their room – bedding for longer term students should be changed weekly; access to a good quality bath/shower room. They should be provided with three, good quality, preferably home cooked meals a day – breakfast, lunch and dinner –and be included in the family meal times.

Both students and host families are instructed to exchange mobile telephone numbers so that they are known to all parties, as well as landline and any other useful contact numbers. The host is expected to know where the student is at all times and to be able to contact him/her if required. Return times should also be agreed and respected by the student.

In case of student illness or accident whilst staying with a host family, the hosts are advised to take the same precautions as they would with their own child. If in doubt, the first course of action should be to contact the family doctor in the usual way as students will have been registered with the NHS by their school. If the illness becomes more serious or hospitalisation / treatment at A & E is necessary, the host should immediately contact the DSL Min You (07535527756).

Kew Learning conducts at least one annual visit to each homestay to provide support, undertake safety checks and record any changes on the Homestay Registration Form.