



HOST FAMILY HEALTH AND SAFETY POLICY

24TH SEPT 2026

1. Contact Details

Contact / Role	Details
Evelyn Phillips Designated Safeguarding Lead (DSL)	Tel: +44 (0)1428 648393 Mobile: +44 (0)7789 434798 Email: evelyn@eliteacs.com
Eve Leung Deputy Safeguarding Lead (DSL) Emergency Contact	Tel: +44 (0)20 8895 6693 Mobile: +44 (0)7787 536030 Email: eve@eliteacs.com
Administrative Office	Address: 33 Lower Road, Grayswood, Haslemere, Surrey, GU27 2DR Email: info@eliteacs.com Website: www.eliteacs.com

Next Policy review date: Sept 2027

2. Policy Overview

Principle / Area	Inspection Objective
Accommodation Quality	Inspect host family accommodation to ensure it is safe, clean, and comfortable.
Environment & Safety	Promote a safe and healthy environment throughout the premises.
Working Procedures	Ensure safe working procedures are established with the principal family member and student.
Hazard Avoidance	Confirm that information, instructions, and supervision are provided to avoid hazards and support health and safety.
Safety Advice	Ensure host families and students have continuous access to health and safety advice as required.
Fire Safety & Evacuation	Agree on effective fire safety and evacuation procedures with the host family and students.
Accident Response	Establish clear accident response procedures for host families and students.
Policy Review	Incorporate health and safety into ongoing duties and review this policy at regular intervals.
Emergency Preparedness	Clarify procedures for addressing safety concerns and emergencies.

3. Safety Inspection Checklist

Fire Safety

- Smoke alarms are installed and operational in each room.
- Matches and lighters are stored securely.
- Evacuation routes are explained to students upon arrival.
- A fire blanket is accessible in the kitchen.
 - Fire escape routes remain unobstructed at all times.

Gas & Electrical Safety

- Carbon monoxide alarms are positioned in rooms containing gas appliances.
- A current copy of the Annual Gas Safety Certificate is provided.
 - Electrical wiring and fixtures are in good order across all rooms.

Health & Hygiene

- A basic first aid kit is readily available.
- Alcohol and medicines are stored safely and securely.
- Food hygiene practices are maintained in kitchen areas.
 - Kitchen hazards and cleaning chemicals are properly managed.

Premises & Accommodation Standards

- The overall building structure is well maintained and safe.
- Bedrooms are clean, well ventilated, and equipped with a bed, desk, chest of drawers, wardrobe, bin, and reading lamp.
- Toilets and bathrooms are clean, adequate for the occupant count, and fitted with lockable doors.
- Heating systems operate effectively throughout all user rooms.
- Site walkways and common areas remain free of hazardous obstacles.

- Out-of-bounds areas within the house are clearly designated.

4. Induction and Consultation Procedures

The Designated Safeguarding Lead (DSL) ensures the following induction protocols are completed:

- Conduct an induction with key host family members to ensure understanding of health and safety protocols.
- Verify and document emergency contact details for key host individuals.
- Issue the Host Family Handbook detailing the Code of Conduct and role responsibilities.
- Confirm all essential health and safety signage is prominently displayed and understood.
- Guide the student on a premises orientation walk highlighting fire exits, notices, and restricted areas.
- Maintain active monitoring of safety arrangements to identify potential hazards early.
- Provide host family and student handbooks in advance, following up with orientation at the start of each stay.
- Conduct an initial premises risk assessment and re-evaluate it annually.

5. Emergency Procedures & Accident Reporting

Access to Health & Safety Advice

Contact information for designated First Aiders and Pastoral Staff at Elite is included in both Host Family and Student Handbooks.

Fire Drills & Evacuation

Emergency evacuation procedures must be reviewed and practiced with all occupants upon arrival.

Accident Reporting Protocol

- For head injuries, a First Aider must be called immediately to evaluate and manage care.
- All incidents, accidents, and injuries must be reported to Evelyn Phillips or Eve Leung (DSL).

Every logged incident must be officially recorded in the Elite accident book.

6. Staff Training & Insurance Coverage

Staff & Host Training

All Elite employees receive comprehensive training in health and safety practices and participate in regular policy reviews. Host families receive orientation covering key safety considerations, encouraging vigilance regarding non-obvious risks.

Insurance Requirements

- Elite maintains full Business Insurance and Public Liability Insurance covering student and host family activities.
- Host families must notify their household insurer regarding hosting students as outlined in the handbook.

Host families must ensure appropriate vehicle insurance cover if transporting students.

7. Roles and Responsibilities

Host Family Providers

- Provide continuous supervision over students in their care throughout the stay.
- Act in loco parentis to safeguard student welfare.
- Demonstrate safe working practices and set a positive standard for safety.
- Take reasonable precautions for personal safety and the safety of household members.
- Understand applicable safety guidelines, rules, and procedures.
- Maintain household equipment in safe condition and resolve defects promptly.
- Provide suitable fireguards whenever open fires are lit.
- Keep first aid supplies fully stocked and in good condition.
- Report all accidents, near-misses, or hazards to the Designated Safeguarding Lead.
- Identify actual/potential hazards and institute preventative measures.
- Verify that all appliances meet recognized safety standards.

- Display clear safety instructions, notices, and warnings as appropriate.
- Review feedback regarding safety arrangements and act promptly to address feedback.
- Investigate safety incidents, implement corrective actions, and notify the DSL.
- Use appropriate child restraints and seat belts when transporting students in private vehicles.

Students

Students are expected to adhere to the following standards according to their age and ability:

- Comply with all host family and site safety rules.
- Remain on the premises unless explicit consent has been given.
- Avoid entering designated out-of-bounds areas.
- Refrain from separating from groups during visits or excursions without permission from parents or host family.
- Exercise personal responsibility for personal safety and respect the safety of the host family.