



GUARDIANS UK – BEHAVIOUR POLICY FOR STUDENTS AND HOST FAMILIES

STUDENTS

Alcohol

Students under 18 years of age are not allowed to purchase or consume alcohol. Host families are not encouraged to offer alcohol to students even if they are 18 or over. However, a small amount of alcohol when having a meal is acceptable. No students must purchase alcohol for other students or attempt to persuade an adult within the host family to do this.

Behaviour

Civilised behaviour and consideration for others are the central principles. Common sense will usually enable every student to bring credit to themselves and to their School.

Bullying

Bullying, whether verbal or physical, will not be tolerated.

Curfew

If staying with host families it is expected that students adhere to any curfew set by the host family. Equally any curfews set by houseparents during term time must also be obeyed.

Cyberbullying

Cyberbullying can be defined as 'the use of Information and Communications Technology (ICT), particularly mobile phones and the internet, deliberately and over a period of time, to upset someone else'. It can be an extension of face-to-face bullying, with technology providing the bully with another route to harass their target. It will not be tolerated by Guardians UK or any schools attended by our students.

Drugs

Drugs are forbidden. For the purpose of school rules, authorised staff have the power to search a pupil or their personal space without their consent if there are reasonable grounds to suspect that they are in possession of drugs or substances, including legal highs. If a host family has suspicions that a student has drugs in their possession they will report to Guardians UK who will then take the matter up with the relevant school staff.

Homesickness

It is natural to feel homesick if this is the first time away from home. It is important that this is raised with the host family, tutors and teachers so that people around you are aware you may be feeling a bit sad or low. Things will improve with time – keeping busy and getting involved in activities and making new friends will help enormously.

Internet

Students will be provided with guidelines on the use of the computer network and internet at school. They will normally be given their own account and password, which they must keep secret. By logging on to the school system, students agree to abide by the school rules and guidelines relating to computer use, including the use of personal laptops and mobile devices in school. Host families will provide students with passwords to enable them to use the household wifi. It is not appropriate to download or watch anything on the internet that is not suitable for the student's age – please refer also to the E-Safety policy.

Mobile Phones / Ipods

Mobile phones and other portable devices should be used discreetly. When used sensibly, they are an invaluable research and communication tool. When used selfishly they can be obtrusive and irritating to others. The following should be borne in mind. If these rules are broken then a student should expect their phone to be confiscated while at school. Each school will have its own rules, but the points below are a guideline and should be considered at all times during the school day:

- Unless you have the clear permission of a member of staff, all portable devices should be switched off in lessons, Chapel and assemblies. House Staff will advise on acceptable use within the Houses.
- Devices should not be used at all when moving around the school including in main corridors and buildings. If you need to make or take a call then find a discreet area such as a House room or empty classroom.

When staying with a host family it is essential that students are courteous and considerate with regard to use of their mobile phones and other devices.

- Do not use phones at meal times or when spending time with the host family unless you ask if you can make a call or accept a call.
- Due to time differences with the UK and home students may wish to make or receive calls during times of the day when the host family are in bed. Students should ensure they are as quiet as possible and do not disturb the family or other students staying in the house.

Money and Valuables

Students should have in School no more money than they require for that day's expenses. Valuable documents or large sums of money should be lodged with House Staff. Credit cards should be guarded and the PIN numbers should **never** be given to anyone else.

When going to host families for half terms or longer holidays it may be necessary to take larger sums of cash. Students should ensure their money is safe, as well as any bank or credit cards.

Parties

Students who want to attend parties they have been invited to – either during term time or whilst staying with host families – will be required to provide Guardians UK with the contact details of the parents of their friend so that contact can be made. Students are not allowed to attend parties where there will be no adults present. Only students over 18 are allowed to consume alcohol in small amounts under adult supervision.

Sexual Relationships

Schools encourage positive and friendly relationships between pupils, but have a responsibility to draw the line at sexual relationships between the pupils in their care. The law does not permit sexual intercourse in which one or both partners is under the age of 16. Any sexual activity between students, of whatever age, either on school premises or at times when the school has the prime responsibility for the students concerned, will be treated as a serious offence. It is likely that the parents of those involved will be invited to find an alternative school for their son/daughter.

These rules also apply to students staying with host families. It is strictly forbidden for students to have students of the opposite sex in their bedroom. Time spent with students of the opposite sex should only be done so in family areas – kitchen, lounge etc.

Smoking

Schools seek to educate pupils to live a healthy life through PSHE programmes. Part of this programme emphasises the dangers and consequences of smoking. Schools have a general no-smoking policy. Students may not smoke or have smoking materials in their possession. This applies on or off school premises and to time spent with host families.

Students who are caught smoking on a number of occasions within school will run the risk of suspension.

Host families will contact Guardians UK if students are smoking and students are not allowed to smoke in the host family accommodation. School rules are upheld in this situation.

HOST FAMILIES – TO BE READ IN CONJUNCTION WITH OUR HOST FAMILY GUIDELINES – I.E. WHAT WE EXPECT OF A HOST FAMILY

Students: Health/Weight/Diet/Exercise

If you are concerned about any of the above please contact Guardians UK and we will discuss with the school medical centre and the student. Host families should not approach students about any of these issues if they have concerns.

Privacy

A student should not be disturbed while they are in a bathroom or bedroom, if you need to speak to the student urgently please knock at the door and ask them to come downstairs to speak to you in a few minutes when they are free. Areas that are out of bounds in the host family home at all times are: host families own bedrooms, studies and bathrooms. Host families should make this clear to students on arrival at the house.

Dress

While a student is staying in your family please dress appropriately at all times, all family members should wear a dressing gown if they are wearing nightclothes or swimming things.

Language

When students are about please include them in your conversations and please be sensitive to culturally sensitive subjects, please avoid offending a student with references to history, or opinions on world events if your student is from a part of the world that is involved in political actions being discussed in the media.

Host families should not swear in the company of students.

Part of providing a safe, nurturing, caring home and environment involves listening to your student and if you think they are worried or concerned about anything concerning school, academic success, family or friends let Guardians UK know and we will speak to the student and help them.

Showing affection or touching students

Please do not touch your student or welcome them with enthusiastic kisses and hugs causing embarrassment. Avoid applying lotions and creams to a student - if needed hand the student the bottle or tube and explain what they need to do.

Games and entertainment

Do not play inappropriate games including gambling with money or truth or dare teenage games.

Host families should not watch inappropriate programmes on the TV or DVDs in the company of students who are staying with them i.e programmes that are not suitable for the age group of the students.

Routines

If you have a younger student please make clear morning, homework and bedtime routines and explain clearly and kindly any house rules.

Travel

All students should be told to take sensible precautions when they are alone or travelling to their host family: include stranger danger, travelling home in the dark alone, use of buses, tubes and trains.

Visitors and Friends

Students should always ask before a friend is invited into their host family, students should not have friends of the opposite sex in their bedroom. If host families have any concerns or feel it is difficult to deal with a situation like this they should contact Guardians UK who are happy to visit the student and explain the reasons behind any such rules.

Smoking and drinking alcohol

No student should be allowed to smoke. Alcohol is not permitted for students under 18 years old. Ideally no students should consume alcohol, however, for those 18 or over a small drink with dinner is permitted.

Birthdays and Celebrations

If a student asks to go out to a birthday party or celebration please contact Guardians UK in the first instance so that appropriate permission can be obtained from parents if this hasn't already been received.

Transport

When driving students in your own vehicle always ensure you adhere to road safety fully – i.e. ensure students wear seat belts at all times and that you also do this. Please do not use your mobile phone while driving and always drive carefully and safely, exhibiting no signs of anger against other drivers at any time.

DRIVERS & GUARDIANS UK EMPLOYEES

All of the above points, if relevant, apply to any person who drives students under the guardianship of Guardians UK and any employees who may have contact with students.

The main points to be considered are safety issues when driving and having contact with students – i.e showing no affection and not touching students inappropriately.

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