



# Host Family Handbook 2023/2024

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# 1. Purpose

The Swedish School in London's Host Family Programme is regulated by statutory regulations and government guidelines, both the education itself and boarding provision in host families.

The Host Family Handbook is an extension of the contract that you sign every school year as an approved host family with the Swedish School in London.

**N.B.** If you are two parents in the host family, both are required to be familiar with the Contract and the Host Family handbook.

The purpose of this document is to:

- describe the expectations of you as a host family with the Swedish School in London.
- describe what you as a host family can expect from hosting one of our guest students.
- describe the expectations the school has on the guest student while living in your home.
- provide information about the Host Family Programme and school policies relevant to your role as a host family.

## 2. General information

### 2.1 The Swedish School in London

The Swedish school in London (SSL) was founded in 1907 and is a private non-profitable charity, offering education according to the Swedish curriculum. The school is regulated by British standards and frameworks and regularly inspected by Ofsted, as well as the Swedish equivalent. In order to comply with statutory requirements and safeguarding regulations, the Swedish School has set policies and procedures that must be adhered to by staff, students and host families.

The school has two campuses, preschool to year nine in Barnes and the sixth form at The National Archives in Kew.

The sixth form students, who are 16 - 19 years old, choose to attend one of the three academic programmes at the school (Economics, Natural science or Social studies) according to the Swedish curriculum. The programs are three years and lead to a degree equivalent to A-levels.

### 2.2 Students at the Swedish School in London

The Swedish school welcomes both day students who live in London with their own families or relatives and exchange students who live in a host family during their time at school. The majority of the school's students are exchange students from Sweden.

Our exchange students are enrolled either for one full academic year or for one term, where the student attends either the autumn term or spring term. These two terms that make up the Swedish academic year.

Host families should expect to host either a term student or a full year student (if either is not suitable for you, please talk to the host family coordinator). Host families that have been allocated a term student, will generally host one student during the autumn term and another student during the spring term.

### **3. Boarding principles and practice**

Living in a host family greatly contributes to the exchange students' experience of being in London and gives them a first hand experience of British culture. By interacting with a local family, guest students learn about British values, traditions and customs. They also become more proficient in the English language and grow as young adults by learning to deal with different kinds of challenges.

Guest students experience London as a resident rather than as a tourist. They are hosted in suburban areas in London within a commutable distance to the school in Kew. Guest students should be treated as a family member and are cared for by their host parents.

The ethos of the school's Host Family programme is one of inclusion and ample support to both students, parents and host families. Specialist hosting staff are at hand to help as necessary with the daily challenges both students and host families might face.

### **4. Placing a guest student in your home**

Once you have been approved as a Host family with the Swedish School in London, you are eligible to have an exchange student placed in your home.

The placement process is done by matching each exchange student with what we think is a suitable Host family for them based on the information we have available from the Host family form and the student's application.

The host family should contact the student (and guardians) as soon as possible after receiving the contact details, e.g. by sending an email or by phone/video call. In the same way, the student is asked to contact you. The student is only sent your contact details, and will be very eager to know a bit more about you.

It is important that you introduce yourselves before the arrival as this contact makes the student feel welcome and calmer, knowing a little about what to expect. Coming to London and the host family is a big deal for the student, who will have looked forward to it for a long time.

#### **Timeline:**

- By the end of March: Host Family to provide up-to-date details in Google forms.
- By the end of July: Placements of students for the upcoming academic year are sent out.
- August: Students' arrival and start of the school's autumn term. Academic year calendar can be found on the school website.
- Mid-December: Placements of spring term students are sent out.
- Mid-January: Spring term students' arrival (the exact date will be provided by the school annually)

### **5. Being a Host Family**

As a host family, you contribute greatly to guest students' experience during their time in London. The school encourages you and your family to spend time together with the guest student regularly, both in and out of the home. Daily interaction is the best way for you and your guest student to get to know each other and to make your student feel integrated in your home. It is also the best way for your student to improve their English, which is an important reason for their stay in London.

Spending time together will also help your student from feeling lonely or missing home too much. These feelings are often more prevalent at the beginning of the student's stay in London or after a long holiday, however they could of course occur at any time.

Even if your student spends a lot of time with friends, time with the host family is equally important and often more appreciated than you may think. You should always offer an inclusive and caring environment. It is also appreciated if all members of the host family engage in the student.

## 5.1 Expectations & responsibilities

The Swedish School in London expects all host families to:

- Ensure the appropriate care and welfare of the guest student while they stay in your home and keep the school informed of any incidents (e.g. not following curfew times, alcohol, etc.), concerns of any kind or if the guest student becomes unwell.
- Keep up to date with and adhere to the terms and conditions of the signed contract, Host Family Handbook and other relevant school policies and procedures.
- Make sure that you have provided the school with all required documents before the student's arrival and renew them when necessary.
- Provide the school with accurate information about the home circumstances and review these annually, as well as when there is a change in the home circumstances.
- Inform the Host Family Coordinator ahead of any changes in the home circumstances, if possible at least one month ahead of the change.

## 5.2 Required documents and training

In order to place a student with you, host families must ensure that the school has up to date documentation of the following::

- **Host Family Information Form**

In order to make a placement that suits both you and the guest student, the host family coordinator needs to have an overview and understanding of you and your family, what you can offer a student and what your preferences are.

Please provide the required information by completing a digital Google forms document which can be accessed via a link sent to you by the Swedish school. The information must be reviewed on an annual basis or when required.

- **Passport Copy**

For safeguarding purposes, all members of the household over the age of 16 are asked to provide the school with a valid copy of their current passport (or British photocard driver's licence).

- **DBS Check** - [Appendix 1](#)

Everyone over the age of 16, registered at the host family address, is required to have a DBS check done by the Swedish school. If not requested by the school, you don't need to send in a copy of your DBS certificate. Renewal is required every third year and we therefore ask you to sign up to the DBS Update service.

- **Fire Safety Requirements Form - [Appendix 2](#)**

This form states which fire safety requirements the host family has to fulfill. The form will be sent out annually before the student's arrival and requires your digital signature.

- **Gas Safety Certificate**

You are required to have all your gas appliances safety checked annually by a "Gas Safe" registered engineer (more info: [www.gassaferegister.co.uk](http://www.gassaferegister.co.uk) or [www.britishgas.co.uk](http://www.britishgas.co.uk)) and provide the school with a copy of the gas safety certificate. Make sure that the certificate is no more than one year old at any time while hosting a student.

- **Safeguarding Young People Training**

Every host parent must complete a "Safeguarding Young People" course online every three years. The course takes approx. 2-3 hours and is at no cost. Instructions will be sent out by the school.

- **First Aid Training**

Every host parent must undergo a First Aid training course online every three years. The course takes approx. 2-3 hours and is at no cost. Instructions will be sent out by the school.

- **Contract**

If a student is placed with you, a contract will be entered between the host family and the Swedish school. The contract will be sent out before the student's arrival and requires each host parent's digital signature.

Please note that required documents and training must be updated and valid at all times while hosting a student.

In regards to Safeguarding Young People and First Aid Training; equivalent training may be accepted if no more than one year old and proof if provided.

The information you provide can only be accessed by the Host family coordinator, administrator at Sixth form and head of the host family programme / head teacher. The sole purpose of the information is for the school to place a guest student with you.

If you at any time wish to have the information removed you are welcome to contact the administrator by emailing [hostfamily@swedishschool.org.uk](mailto:hostfamily@swedishschool.org.uk). Please note that this means that you can no longer remain as a Host family with the school.

## **6. Support from the school**

Host families and students are encouraged to contact the host family coordinator if they have questions or if advice or support is needed. The host family coordinator should also be informed of any incidents or any problems in relation to the student. We do not permit unruly, rude or unseemly behaviour and in severe cases students may be sent home.

If not urgent, it is advisable to send an email and/or arrange for a suitable time to speak, since the host family coordinator works part-time.

In urgent situations outside of school hours, a member of staff at the Swedish school can be contacted on the emergency mobile; 074 9687 3773. Make sure you have immediate access to this mobile number.

School counsellor Helena Raber, can provide advice in case you are worried for a student, don't know how to communicate on a certain matter, etc.

**N.B.** Contact details to relevant school staff - [appendix 5](#)

## 7. Healthcare and medication

Before confirming a placement of a student who has a known health problem or illness, or who is taking prescribed medication, the school will ask for the host family's consent. The school will email the host family a healthcare plan and/or medication form filled in by the student or the student's guardian and ask the host family to email a written consent to the school before the student's arrival.

- The host family is expected to assist students in registering with a GP if possible, their own or another local GP surgery, within the first couple of weeks of the student's arrival.
- If the student is ill, you are expected to give the student appropriate care and help. However, you are not expected to stay home from work to care for the guest student.
- Should the student need medical treatment, the host family should assist the student in receiving appropriate healthcare.
- Should the student need to go to hospital, possibly in case of emergency, the host family is asked to go with the student.
- It is the host family's responsibility to inform the guest student about where to safely store prescribed medicines and/or household remedies.
  - The student is responsible for taking the medication according to instructions.
- If the guest student has some kind of emergency medication, they are to inform the Host family of how to use it in case of emergency. The host family will also receive the information in writing from the school.
- The host family is asked to keep a First Aid kit, including plasters, in the home. The student should be informed of where it is kept.
- It is the host family's responsibility to inform the school and guardians of any:
  - Accidents which occur outside of school hours when the student is under the care of the host family.
  - Illnesses which require treatment by a healthcare professional, either by a GP or in hospital.
  - Concerns regarding the student's mental or physical health and/or general wellbeing.
- To keep the guardians informed of the student's condition and progress if they are unwell or in need of treatment.

In the case of more severe or prolonged illness or injury, the guardians are asked to take responsibility for their child and, at the school's request, must be prepared to come to London at short notice.

## 8. Safety and wellbeing

The students' safety and wellbeing is of highest priority and students are encouraged to speak to a member of school staff if something is bothering them or making them worried. All students have an allocated mentor at school (our teachers), who regularly check up on the

students. Furthermore, there is a school counsellor that the students can speak to and they are also given contact details to help organisations offering confidential support.

Every student living in a host family has one compulsory meeting per term with the host family coordinator about the host family accommodation. This is a requirement for the school in order to make sure that the students are being appropriately looked after. Students are also encouraged to speak to the host family coordinator at any point in time if they need to get advice or address something with regards to their host family accommodation. At the end of the stay the students are asked to fill in an evaluation form about their host family accommodation.

Sometimes the student will speak to you directly if something is bothering them, however the host family coordinator will always offer to speak to the host family should the student prefer this. Some students may find it difficult to raise an issue with their host family as they don't want to cause upset or conflict. It is important to remember that the students are young and that we cannot have the same expectations of them as we could from an adult. They are also communicating in a foreign language.

Many issues can be resolved if there is open communication, where everyone listens to each other. By inviting the student to speak to you about things that may bother them, you contribute to building a relationship with the student where an open dialogue is encouraged. If the student however prefers the host family coordinator to speak to you, it is important that this is respected. The student's concerns must always be taken seriously and resolving any issues prioritised.

## **8.1 Food**

Dinner should be eaten together as often as possible and the student should be served the same food as the host family. It is recommended that you ask the student regarding any particular likes or dislikes and regularly check if your student has any wishes or concerns regarding the food provided. The student (regardless of age) must not be offered or given access to alcohol by the host family.

The student should be allowed to keep some food in the fridge and cupboards, as well as using the kitchen. The student may want to make a lunch box to bring to school (at their own expense) and students are also asked to provide for their own lunch on weekends. If the student is not allowed to use the cooker or oven, there must be a reasonable alternative arrangement in place that allows the student to prepare nutritious and varied meals.

## **8.2 Dietary requests**

If you have told the school that you are willing to host a student with any specific dietary requests, such as a vegetarian or vegan, please ask your student if this is the case so that you know before the student arrives.

If the dietary request is related to a health condition, e.g. lactose, gluten or other food allergies, the school will ask for your consent before confirming the placement. If deemed necessary, the school will email a health care plan filled in by the student or the student's parents and ask the host family to email a written consent to the school before the student's arrival.

Host families who have a guest student requiring a gluten free and/or vegan diet will receive an additional £30 per month.



### **8.3 The student's room and the home**

The host family contract states what the student room should include. Each room provided must be approved by a member of staff from the Swedish school. Only in exceptional circumstances may a small "box room" be approved. If this is the case, the student should be offered a larger room if one becomes available. If you host two students, they must have a room each.

You are asked to provide an appropriate and private study area for the student. Preferably this should be in the student room, however if there isn't space for a desk, the study area could be situated in another room. The student should be given access to your wi-fi. Please make sure the connection is well-functioning in the student's room.

As well as roof light in the student room, we ask you to provide a desk lamp and a bedside lamp. A mirror, preferably full-size, is also recommended.

The host family is expected to keep the home clean and tidy. The student is responsible to keep their own room reasonably clean and tidy, as well as leaving the kitchen tidy after using it. The student should not be asked to clean other parts of the house.

The host family must make sure that the home is a safe environment that fulfils the set out fire safety requirements at all times (see appendix 2). Due to the health and safety risks of smoking indoors (including e-cigarettes), the Swedish school will only accept smoking outdoors.

If you have CCTV cameras (or other surveillance equipment) in or around the house, you are asked to show your student which areas are being monitored and explain the reasons for this. CCTV cameras must not intrude on the students' privacy or be used in order to monitor your student. It is important that the student is reassured of this.

### **8.4 In the case of suspected pest**

In the case of a suspected pest in the host family home, the host family must arrange and pay for an inspection to be carried out according to instructions by a certified pest control company and provide the Swedish school with a copy of the inspection report. If there is a confirmed case of pest, the host family must pay for professional treatment. If this is not adhered to, the Swedish school cannot place a student in the home. The Swedish school reserves the right to move out any student affected without notice.

### **8.5 The student's arrival**

The students usually arrive the day before they start school. Please note that the academic year at the Swedish school starts earlier than in English schools. Dates can be found on the school website.

It is important that you are at home on the day of the students' arrival. If you plan a holiday, please check the date of the students' arrival before booking. Host families are asked not to make any last minute arrangements that affect the student's arrival to their home. The students' arrival day requires everyone's cooperation.

The students have looked forward to this day for a long time. At the same time, they will be nervous about the first meeting with their host family and possibly about speaking English.

Please help by making your student feel at ease as much as possible. It is appreciated if every host family member can make time for the student this day in order to make the student feel welcome. The students have travelled for most of the day and may not have eaten for many hours, so please offer a snack or a meal soon after the student arrives at your home.

Please make sure that the student has the mobile number of every adult in the host family saved on their mobile. It is advisable that the student is also given the home telephone number. If the student has a Swedish mobile number, you may wish to discuss the best option for contacting the student at no cost. Many host families and students use the app "Whatsapp" for free phone calls and text messages. The students have also been given the "emergency number" to school staff.

## **8.6 The student's first weeks**

On the first day of school, host families are asked to bring their student to school. This is preferably done by public transport so that the student gets to know the route to and from school. If travelling by bus, please make sure that the student knows the name of the bus stop to get off at when returning home.

If you cannot bring your student to school, you may wish to ask another host family close to your location, if they could possibly help out by bringing your student too. You find host families' contact details in the "Host family-Student register" emailed to all host families by the school.

The first week at school is an introduction where the students receive a lot of practical information about the school, what to think about when living in a host family, as well as information about how to stay safe in London. The police are also invited to come to speak to the students about safety. Despite this, host families have an important role in reminding students what to think about in order to stay safe.

The first week also holds various activities to help the students get to know each other. Many students don't know anyone else when first attending the Swedish school. Host families are asked to try to spend extra time with their students during the first weeks and make sure that students don't spend a whole weekend alone in their room. Maybe you could suggest planning an activity with one or more other host families and their students? Generally the students settle and make friends quickly, however, it is good to keep in mind that the first few weeks can be especially challenging for some students.

During the first weeks, some host families go through "house rules" with their student, while some prefer to do it as they go along. Whichever you prefer, we ask this to be done in a way where, as far as possible, the student is treated as a family member. Keep in mind that there are many cultural differences that may come to light when living together.

Another thing to keep in mind is that it will likely take a few weeks for the student to get used to speaking English. The students may not understand many of the colloquialisms and slang words frequently used in English. It's important to try to make sure that the student understands you and, if necessary, speak slower and clearer than usual. The students are eager to improve their English and the host family can give them one of the best opportunities to do so.

## **8.7 Student's friends visiting the host family home**

Students greatly appreciate being allowed to occasionally have a friend visiting the host family home. They must however ask the host family for permission. Students must also respect your stand on whether a girlfriend/boyfriend is allowed to visit or stay overnight. Students are asked to introduce any friends visiting your home and to speak English whilst in your company.

## 9. Safeguarding

### 9.1 Curfew times

All guest students must adhere to the following curfew times set by the Swedish school in London:

Year 1 and 2 students (regardless of age) and year 3 students under the age of 18:

- 11 pm Sunday – Thursday
- 1 am Friday – Saturday

Year 3 students - only if over 18 years of age:

- 11 pm Sunday – Thursday
- 2 am Friday - Saturday

Students' parents/guardians or host families are not allowed to give students permission to stay out later than these times.

If the student stays in their host family during school holidays, the same times apply.

We ask the host family to observe that the curfew times are followed by the student. If the student comes home later than the curfew time, please inform the Swedish School on the first weekday after the occurrence.

### 9.2 When your student goes out

When going out, students should notify their host family where they are going, when they will be back and with whom they are going out. They must also notify you of any delays or change of plans. Students are recommended to provide their host family with contact details to said friends in case something happens and/or if you can't get hold of the student. Students are advised not to go out by themselves in the evening as well as keeping to safe areas when it is dark.

If you go to bed before your student's return, it is advisable that you have a system in place so that you know that the student has returned home safely.

In case of any concern on the Host Family's behalf regarding the student's doings (e.g. the host family suspects that the student has gone missing), please notify the member of staff at school who is on call. That person will assist and support you in managing the situation.

### 9.3 Student's safety

Host families play an important role in keeping the student safe outside of school hours. In order to do so, there is some key information that you need to be aware of.

#### **Attendance outside of school hours for students in host families**

- If the student and host parents have agreed on specific times the student is expected to follow these unless the host family has been notified of any changes.

- A host parent should be aware of the student's whereabouts before leaving the house in the morning and before going to bed at night.
- A host parent is expected to ensure that the student has returned home safely at night, unless it has been agreed beforehand that the student is to stay with another student.

### **Missing student outside the school day**

- If the student fails to return to the host family by the curfew time, the host parent should contact the student by phone or text message to make sure the student is safe.
- The following factors should be considered at all stages of the decision-making process, also regarding when the police are contacted:
  - previous behaviour patterns
  - state of health and any requirement for medication
  - state of mind at time of absence
  - time of day / night
  - history of self-harm
  - physical or learning difficulties
  - whether the pupil is perceived as running to someone or from a situation
- If the host parents are unable to locate the student and neither parents/guardians or any of the school staff listed below are contactable then the host parents should inform the police directly.
- If the host parents have a reason to believe that a student is or could be in danger they are to immediately contact the police. Thereafter they should notify one of the following persons in the order provided below (please see the provided telephone list):
  - Member of school staff on call (emergency mobile)
  - Host family coordinator
  - Deputy head teacher
  - Head teacher
  - School counsellor
- If a student has gone missing under the school's or host family's care and control, parental wishes may be overruled - e.g. the school or host family may wish to ring the police even though parents do not. If the parents insist upon police involvement sooner than the school advises, the parents' wishes will be respected.
- On receiving a report of a 'missing' child, the police will record and make enquiries in accordance with their policy and procedures. Ownership of a 'missing' person enquiry remains with the police.

For the school's Child protection and Safeguarding Policy, follow this link:

[https://drive.google.com/file/d/1u41NVwIwYcrLiuHj6FOX9\\_w\\_mup5F4Ff/view?usp=sharing](https://drive.google.com/file/d/1u41NVwIwYcrLiuHj6FOX9_w_mup5F4Ff/view?usp=sharing)

## 9.4 In case of an emergency

In case of an emergency outside of school (e.g. terrorist incident, major accidents or similar), students are instructed to:

- Listen to/follow instructions from authorities/police if present.
- If at all possible, return to their host family or get to a place of safety as soon as possible.
- Notify the school that they are safe, by one of the following methods (ranked by priority):
  - a. Respond to a post on Schoolsoft (the school platform) specifically created for the purpose.
  - b. Send a text message to the emergency mobile number according to the document sent out by the school.
  - c. In an emergency situation, please call 999.
- Contact their family in Sweden, informing them that they are safe
- Stay with the host family and await information/further instructions from school and/or relevant authorities.

## 9.5 Student's overnight stay outside of your home

### During term-time:

If the student stays away overnight, it must be with one of the school's host families, alternatively with visiting parents/guardians.

Overnight stays in another host family must only take place with the consent of the host family with whom the student wishes to stay. The host families in question must be in contact beforehand to confirm the overnight stay and should be given enough time to do so. An overnight stay is not allowed if it's not confirmed between the two host families.

If students are going to stay overnight in the company of visiting parents/guardians, the host family and school must be informed in advance. The parents/guardians must send an email to the school confirming that the student will be staying with them, including dates and where they will stay. Said persons are responsible for the student during this time.

Students may also be allowed to stay overnight in the company of visiting relatives. Approval by the parents/guardians, as well as the school, is required. In case the overnight stay is approved, said persons are responsible for the student.

**N.B.** Students are not allowed to stay overnight with only siblings, relatives or friends of similar age to the student.

### During school holidays:

Students are allowed to travel and do overnight stays outside of your home and that of other host families. They are allowed to travel or stay overnight with siblings or friends without the company of a parent/guardian.

Approval by the student's parents/guardians is required. They are responsible for the student during this time and have an obligation to notify the host family and school in writing (including dates for stay, name and address for the temporary accommodation). If the student is staying in the host family during any of the school holidays, the usual rules and curfew times apply.

## 9.6 Host Family going away overnight

While hosting a student, it is appreciated if you avoid going away overnight. If you plan to go away, e.g. on a holiday, please try to do so when your student is also away.

If you need to be away for one night, please try to arrange a sleepover for your student in another host family and inform the school that you will be away overnight and with which host family your student will be staying. If you're not able to arrange a sleepover, please contact the host family coordinator approx. a week in advance, who will arrange for your student to stay in another host family.

If you are going away for a couple of nights or more, you need to inform the school approx. two weeks before leaving. The host family coordinator will arrange for your student to stay in another host family.

In exceptional cases, a student may be permitted to stay alone in the host family home overnight. This arrangement must be approved by the following parties: the Swedish school, host family, student and student's parents/guardians. The host family must email their consent to the host family coordinator and ask the student's parents to do the same. The student's parents must take full responsibility for their child while the host family is away. Please make sure that you are still contactable when away.

## 9.7. Host Family's responsibility for visitors

### Short term

The host family is responsible for adult visitors to their home at all times and the student must not be left alone in the house with any adult visitor.

If the host family intends to host short-term students from other schools/organisations, while hosting a student from the Swedish school, they must inform of this eventuality in the annual host family update form. The Swedish school must be made aware and consent to this before the placement of a student.

### Longer term / frequent guests residing in your home/lodgers

The host family must keep the Swedish school informed of any visitors, lodgers, students from other schools/organisations or wider family members that are coming to stay, either longer term or frequently residing overnight in the host family home.

Any lodgers, visitors or wider family members over the age of 16, staying overnight in the host family home for one month or more, or at recurring times (e.g. weekly or monthly) while hosting a student, is required to have a DBS check done by the Swedish school before moving in, alternatively, before the student moves in. If said persons are foreign nationals and not eligible for a DBS check, equivalent documents must be provided.

## 10. Appendixes

### Appendix 1: DBS Applicant identification & Update service

The person going through a DBS check (the applicant) must give the Swedish school original documents (not copies) to prove their identity. See the following link for accepted documents:

[DBS ID checking guidelines - GOV.UK](#)

The Swedish School in London has a policy to renew DBS checks every third year. To ease this process for everyone concerned, we have decided to utilise the DBS Update service. This way we minimise the paperwork and your inconvenience regarding the DBS check.

We will still need to complete the first DBS check manually (or your next one, if not signed up yet). When this is done, you can register with the DBS Update service within 28 days using your DBS application reference number. Once registered, we will be able to check any updates regarding your DBS, without any extra paperwork from you.

**Please note that you will have to register within 28 days of your DBS application.**

The cost for the DBS Update service is £13 per person a year. The Swedish school will reimburse you for this cost. Please send proof of registration and payment to:

[hostfamily@swedischschool.org.uk](mailto:hostfamily@swedischschool.org.uk)

For more information and how to register, please see this link: [DBS Update Service](#)

### Appendix 2: Fire Safety Requirements

It is important that the host family fulfils the safety requirements set out below. The host family coordinator or another staff member from the Swedish school will also check that you fulfil these requirements when inspecting your home.

For important information on fire safety at home or to request a free home fire safety visit, please visit the London Fire Brigade website; [Fire safety at home | London Fire Brigade](#)

#### **Requirements:**

- ❑ **Smoke alarms on each floor level** - The host family must make sure that all fire alarms work at all times. Check the alarms regularly (at least monthly) to make sure they work. Mains powered and interlinked with a 10 year battery backup is recommended.
- ❑ **Carbon monoxide (CO) alarm** - preferably audible.
- ❑ **Electrical fittings, such as wiring, sockets, switches & plugs, as well as other electrical equipment in the home, must not have any defects**  
Take care not to overload multiple adaptors.
- ❑ **Adequate escape routes** – Must be kept unobstructed and leading to a place of safety. Doors and windows, through which escape could be made, must open easily, preferably without the use of a key. If a key is necessary, keep it close to the door/window.

- **There must be sufficient light in the home in case electricity fails** - if there isn't sufficient light from the outside, in the way of street lamps or similar, you must provide the student with a torch to be kept easily accessible in the student room.
- **Escape plan** – everybody in the home, incl. the student/s, should know what to do in an event of fire. For advice on an escape plan, please see: [Escape plan - Fire safety at home](#)

I hereby confirm that I/the host family follow the fire safety requirements set out by the Swedish school for its host families:

.....

Date

.....

Signature

.....

Name in print



## Appendix 3: Code of Conduct for guest students in host families

The student and his/her parents are asked to sign a form confirming that the student will follow the code of conduct below as well as the curfew times set by the Swedish school.

- It is very important that you show respect for the way your host family functions as a family, that you are polite and always ask in advance, e.g. if you can bring a friend to the house, what time it suits to have a shower etc.
- It is important that you show respect for your host family's meal times, set curfew times etc. When you go out, your host family should always be informed where you are going and what time you plan to be back. If, for any reason, you are delayed it is important that you contact your host family. Always tell your host family well in advance if you don't plan to have dinner with them.
- You are not expected to take food in the kitchen without permission. You are expected to provide for your own lunch.
- As a family member you are expected to help with light household chores, such as washing up, laying/clearing the table, washing/hanging your clothes etc.
- You are asked to keep your room reasonably tidy and clean.
- Turn off all the lamps when you leave your room.
- Sleepovers may only take place with the school's host families (provided it is agreed between the families). The families must contact each other in advance to confirm the sleepover.
- Telephone calls by the student from the host family's landline should only be made with the knowledge of the host family and paid for directly to the host family.
- You are responsible for financial compensation should you break anything in your host family's house or for a change of locks should you lose the door key.
- Alcohol consumption, use of drugs or possession of indecent material is forbidden.
- In accordance with English law, you are not allowed to publish any pictures of your host family, their home or anything else connected to your host family on social media without your host family's permission.

## Appendix 4: 16+ Zip Oyster Photocard

The Swedish school students are eligible for a student Oyster card (free bus travel and reduced cost on other forms of transport). Students under 18 years of age are not allowed to apply themselves, and host families are therefore asked to help with the application of the 16+ Zip Oyster Photocard. Students aged 18 are also eligible for a 16+ Zip Oyster photocard, however they must apply themselves.

If at all possible, it is recommended that you apply for the Oyster card before your student's arrival, especially since it takes approx. 1-2 weeks for the card to arrive. Having the card makes it much easier and cheaper for the student to travel to school and around London. You can apply from the 10th August. The student has been told to provide you with the required passport details, digital photo and the £20 administration fee.

## **How to apply for a 16+ Zip Oyster Photocard (instructions for host families with students under 18 years of age):**

1. To apply, go to: [16+ Zip Oyster photocard - Transport for London](#)
2. A host parent must create an account on the TFL website. Once this is done, you can apply for the 16+ Oyster Zip Photocard for your student/s.
3. Enter required student information (name, date of birth and the student's picture).
4. Enter the student's passport details. Please follow these instructions:

### **How to enter the Swedish passport code:**

Swedish passports have a different code compared to the UK passport as well as there being two different types of Swedish passport codes (old and new codes). Look at the bottom of the passport ID page to find the code.

- Student with an "old" Swedish passport

The first ten characters of the code are as follows: e.g. 12345678<9. In order to enter this code, you have to replace the symbol < with a zero, hence the code will be: 1234567809

- Student with a "new" Swedish passport

The first ten characters of code are as follows: e.g. AA12345678. In order to enter this code, you have to replace AA with two zero, hence the code will be: e.g. 0012345678

The rest of the numbers are entered the same way as a UK passport according to the instructions on the webpage.

5. Upload a picture of the student's passport.
6. Pay the £20 administration fee. The students are asked to reimburse their host family on arrival to London. You may however need to remind your student/s.
7. Once your application has been approved, the card will be sent to your address.

If you haven't received or applied for the Student Oyster card before your student's arrival, it is appreciated if you have a "top up" Oyster card ready for your student to use. The student has been told to reimburse you for any costs in relation to this. You only need to top it up with a small amount since the students will be able to either top it up or buy a weekly travel card during their first day at school.

### **Trouble entering the Swedish passport code?**

Instead of entering the passport information, you can also scroll down and use the option where the school provides proof. You will then be able to download a pdf that you can send to [gymnasiet@swedishschool.org.uk](mailto:gymnasiet@swedishschool.org.uk) and staff at the school will print it and sign it and give it to the student on the first day of school. The student then brings the form to the Post Office and pays £20 and then receives the card by post within two weeks.

## Appendix 5: Contact details

**Malin Edsbagge**, Host Family Coordinator

hostfamily@swedishschool.org.uk  
Mobile: 077 7165 0921

**Tomas Darwish**, Deputy Headteacher  
(Responsible for Sixth Form)

tdarwish@swedishschool.org.uk  
Mobile: 073 7705 4565

**Helena Raber**, School Counsellor

hraber@swedishschool.org.uk  
Mobile: 077 8522 6250

**Jenny Abrahamsson**, Headteacher

jabrahamsson@swedishschool.org.uk  
Office: 020 8741 1751  
Mobile: 078 2533 1005

**Malin Traaholt**, CFO  
(Financial questions)

mtraaholt@swedishschool.org.uk  
Office: 020 8741 1751

**Emergency mobile**,  
Urgent matters outside of school hours

Mobile: 074 9687 3773

**Please only call school staff outside of school hours if the matter is urgent.**

### Malin Edsbagge's work hours:

Monday	10 am - 3 pm
Tuesday	10 am - 3 pm
Wednesday	10 am - 3 pm
Thursday	10 am - 3 pm

### Postal address:

Swedish School in London  
at The National Archives  
Kew, Richmond, TW9 4DU  
United Kingdom