



Welfare, Health and Safety Statement

Guardianship Organisation · AEGIS Accredited

Document reference	Policy 6.11
Version	0.6
Date	September 2026
Policy owner	Victoria Barfoot-Saunt, Compliance Director
Next review	September 2027
Applies to	All directors, staff, volunteers, homestays, students, parents and agents

Statutory basis. This policy has been written to align with Keeping Children Safe in Education 2026 (in force 1 September 2026), Working Together to Safeguard Children (current version) and the AEGIS Code of Practice and Quality Standards for Guardianship Organisations.

A note on applicability. Keeping Children Safe in Education, referred to throughout as KCSIE, is statutory guidance for schools and colleges. BOSSS UK is a guardianship organisation and is not a school, so KCSIE does not apply to it directly. BOSSS UK nevertheless adopts KCSIE as its safeguarding standard because AEGIS requires accredited guardianship organisations to align with it, and because our staff and homestays care for the same children outside term time. Where a KCSIE requirement is written for a school setting, we apply the equivalent proportionate arrangement and say so.

1 Our duty of care

- 1.1** BOSSS UK has a duty of care to ensure that its staff, parents, students and homestays are safe, and is committed to ensuring compliance with UK safety law by following UK standards, guidance and codes of good practice, including risk assessments. This applies particularly to those relating to fire, smoke, gas and electrical safety.
- 1.2** This statement must be read alongside the Safeguarding and Child Protection Policy 8.1 and the Staff and Homestay Code of Conduct 8.9.

1.3 Key applicable regulations and Acts

- The Workplace (Health, Safety and Welfare) Regulations 1992, which cover a wide range of basic health, safety and welfare issues and apply to most workplaces.
- The Health and Safety at Work etc. Act 1974, which is the primary legislation covering occupational health and safety in Great Britain. The Health and Safety Executive, with local authorities and other enforcing authorities, is responsible for enforcing the Act and a number of other Acts and Statutory Instruments relevant to the working environment.
- The Gas Safety (Installation and Use) Regulations 1998, in relation to annual gas safety checks.
- The Smoke and Carbon Monoxide Alarm (England) Regulations 2015, as amended.

2 Homestay expected minimum standards

- A minimum of one smoke alarm installed on every storey.
- A carbon monoxide alarm installed in any room containing a gas, liquid or solid fuel-burning appliance.
- An annual gas safety check undertaken by a Gas Safe registered engineer, with a copy of the certificate provided to BOSSS UK.
- The homestay must ensure that the electrical system is safe, for example that sockets and light fittings are secure and not overloaded, and that any appliances used by the student are safe.
- The homestay must discuss possible evacuation routes from the property with students on a regular basis. Where doors or windows are locked, students must know where to find the key in the event of fire. It is not an AEGIS requirement for homestays to have fire extinguishers or fire blankets unless the property is classed as a house in multiple occupation. Where extinguishers or blankets are provided, they must be suitably serviced.
- Where open fires are used, a suitable fireguard must be in place when the fire is lit, and matches or lighters must be appropriately stored.
- A basic first aid kit must be available, to include plasters, a sterile eye pad, a triangular bandage, safety pins, a non-medicated wound dressing, disposable gloves and a leaflet giving guidance on first aid.
- Any prescription medication and drugs must be kept safely, especially when hosting younger students.
- Alcohol must be appropriately stored.

- The homestay must have an awareness of basic food hygiene when preparing meals for students, and must ensure that any food purchased by the student is properly stored.
- We strongly recommend that students use UK plugs only and do not use overseas adaptors, as these can be a source of fire.

3 Medication, medical appointments and the link to safeguarding

New in version 0.5. KCSIE 2026 at paragraph 252 clarifies that the management of a medical condition does not of itself warrant a safeguarding referral, but that a pattern such as repeated omission of prescribed medication may indicate neglect or abuse and must be reported. This section gives effect to that.

3.1 Where a student is prescribed medication, the homestay must:

- store it safely and out of reach of other children in the household;
- support the student to take it as prescribed, according to the student care plan and the age and competence of the student;
- record each administration, or each occasion on which the student self-administers under supervision, on the medication record;
- record any refusal or omission, with the reason where known; and
- never give a student any prescription medication that has not been prescribed for that student, and never give non-prescription medication without the consent recorded in the student care plan.

3.2 The management of a medical condition is not of itself a safeguarding matter. However, the homestay must report the following to the DSL:

- repeated omission of prescribed medication, whether by the student, by a parent or by any other person;
- repeated failure to attend medical, dental or optical appointments;
- repeated failure to obtain or renew a prescription or treatment; and
- a refusal by a parent to consent to treatment that appears to be in the student's interests.

3.3 Each of these may indicate neglect. The DSL considers the pattern, not the single occurrence, and decides whether a referral is required. See Part 6.5 of Policy 8.1.

3.4 Where a student requires intimate or close personal care, this must be recorded in the student care plan, agreed with the parents and the school, and reviewed at each annual homestay visit. Part 6.2 of Policy 8.1 explains why this requires particular care.

3.5 Where a student is prescribed medication for a mental health condition, or is under the care of a mental health professional, the DSL agrees with the school and the parents who holds which responsibility during guardianship periods, and records that agreement. Part 5 of Policy 8.1 applies to any concern about self-harm or suicide risk.

4 Online safety, filtering and monitoring

New in version 0.5. KCSIE 2026 at paragraph 173 requires a named senior leader to review filtering systems at least once every academic year, with records of the checks retained. The proportionate equivalent for a guardianship organisation is the homestay network, and the check is built into the annual homestay visit.

4.1 Every homestay must ensure that:

- home broadband and Wi-Fi have parental controls or filtering enabled to block harmful content;
- students access the internet in shared or communal spaces where possible; and
- any concern about a student's online activity is reported to the DSL immediately.

4.2 At every annual homestay visit, the assessing member of staff checks and records:

Check	Recorded on
Whether parental controls or filtering are enabled on the home broadband and Wi-Fi	Homestay Interview and Assessment form
Where in the home the student accesses the internet	Homestay Interview and Assessment form
Whether the homestay understands what to do if they have an online safety concern	Homestay Interview and Assessment form
Whether any change has been made to the household's devices or network since the last visit	Homestay Interview and Assessment form

4.3 Victoria Barfoot-Saunt, Compliance Director, holds named responsibility for this annual review, supported by the DSL. An annual summary is provided to the Managing Director, identifying any homestay not meeting the standard and the remedial action taken.

4.4 Where a homestay is unable or unwilling to implement filtering, the Compliance Director risk assesses the placement and may decline to place students there.

5 Assessment and annual visit

5.1 BOSSS UK conducts an initial assessment visit in person to each homestay before placing any student within the household.

5.2 During this visit, suitable health and safety checks are conducted, a risk assessment of the property is undertaken, and the suitability of the accommodation is checked. This is recorded on the Homestay Interview and Assessment form.

5.3 BOSSS UK performs an annual visit in person to each homestay to ensure that it continues to meet the health and safety requirements at paragraph 2, the medication arrangements at paragraph 3 and the online safety arrangements at paragraph 4. This includes a check of smoke alarms and, where appropriate, carbon monoxide alarms.

5.4 The annual visit also confirms that the Enhanced DBS position for every household member aged 16 and over remains current, in accordance with Part 9.2 of Policy 8.1, and that the household

composition has not changed since the last visit. Where a new person aged 16 or over has joined the household, they must be checked before any further placement.

6 Record keeping and confidentiality

- 6.1** A written record is kept by BOSSS UK of all homestay assessments and annual visits.
- 6.2** All correspondence, statements and records relating to homestay assessments and annual visits are kept confidential and can be accessed only by people who need to see the information, in line with data protection requirements. For example, our regulator AEGIS may request to see them during the process of renewing membership.
- 6.3** Retention periods for homestay records are set out in the Data Retention Policy. Homestay inspection and assessment reports are retained for the duration of the arrangement plus 3 to 5 years. A copy of a DBS certificate must not be retained beyond 6 months from issue; after that point only the date of the check, the level, the certificate number and the result may be recorded.

Change control

Date	Version	Name	Change control comments
June 2022	0.4	Victoria Barfoot-Saunt	Amended record keeping and confidentiality statement to reflect that records can be accessed only by people who need to see the information, in line with data protection requirements
September 2024	0.5	Victoria Barfoot-Saunt	No substantive change since last review.
12/09/2026	0.6	Victoria Barfoot-Saunt	New paragraph 3 on medication, medical appointments and the link to neglect, following KCSIE 2026 paragraph 252. New paragraph 4 on filtering and monitoring with named annual ownership, following KCSIE 2026 paragraph 173. DBS confirmation and household composition check added to the annual visit at 5.4. Retention cross-references added at 6.3. Gas and alarm regulations added at 1.3. Registered office updated

End of policy