

LAST REVISION OF DOCUMENT: 15 DE JULIO DE 2015

RISK ASSESSMENT FAMILY STAY FOR SCHOOLS

This family stay for schools risk assessment is an addition to the general "risk assessment school trip general" specific for family stays during a school trip. Please refer to the other risk assessment documents for specific assessments, such as excursions and activities or residential stays.

Hazards	Risk	Control measures ¹	Notes
Emergencies and accidents (general)		<ul style="list-style-type: none"> ✓ Schools are encouraged to share concerns and requirements regarding safety standards and supervision before the start of the programme. This is done during communication throughout as well as on the application form filled in by the responsible for the trip. ✓ Host families are encouraged to check doubts regarding activities with Spark and must always inform Spark if they plan to undertake any unusual or adventurous activities, in order to check these are vetted and can be approved by Spark. ✓ Families will be informed if a student is not a confident or good swimmer (students are required to fill this out on their application form). ✓ Host families are clearly informed regarding their roles and responsibilities especially in the case of underage students. Families need to sign they understand all of the responsibilities before being allowed to host and need to resign these every time these change and at least once every two years. ✓ All students and host families will be provided with the emergency contact number of both the chaperone as well as the Director of Education in case of any emergencies or problems. ✓ The chaperone will be the main person in contact with the host families to ensure effective communication before the start of the programme (ensuring all understand the details of the programme) and also during the programme (dealing with any issues and pass on updates or changes in the programme). ✓ Host families are required to take the students to the meeting point and pick them up from the meeting point at the beginning and end of classes / activities and excursions, unless otherwise agreed with Spark. As an exception and in case a family is not able to take a student to the meeting point, or to pick them up, they must offer an alternative that is acceptable to Spark and the student's safety: carpool with another host family, show the student how to get to Spark (including how to get to the bus stop, where to get off the bus and how to walk to Spark). If students are required to use public transport, Spark must be informed on which days this will be applicable. ✓ Host families are fully informed regarding drop-off and pick up points and times and should contact the group's chaperone to communicate if they arrive late. ✓ If a family is late to pick up a student due to an emergency, a contingency plan is made in agreement with the chaperone and the group leaders to make sure the student is looked after 	<p>Unless otherwise informed or agreed, Spark staff members, including the group's chaperone, work of the following premises:</p> <ul style="list-style-type: none"> ➤ If a family arrives late to pick up a student after an excursion or visit, it is group leaders' responsibility that the student is not left alone and unsupervised, although the group's chaperone (and Spark if needed) will contact the host family to find out where they are and how much longer it will take them to pick up the student. The chaperone will usually wait for the family to arrive, but on rare occasions

¹ Group leaders = any staff member or volunteer from the school (teacher, head, governor etc) who comes on the trip with the students and has assumed responsibility for the wellbeing and safety of the students.

Hazards	Risk	Control measures ¹	Notes
		<p>(this could be temporarily going home with one of the other families, or staying at Spark until a suitable solution has been found).</p> <ul style="list-style-type: none"> ✓ If for whatever reason one of the host families is unable to continue to host due to an emergency, the group leaders will be consulted to discuss options of (temporarily) hosting with one of the hosting families or a different host family, or (temporarily) staying in the Spark residence. 	<p>they might not be able to do so, in which case the group leaders must assume responsibility for this.</p>
Welfare	Home sickness, language problems, feeling alone	<ul style="list-style-type: none"> ✓ Students are matched with families based on age, gender and interest and are required to fill in an application form ahead of time to allow for sufficient planning and organizing to match students well. ✓ Host families will be encouraged to think about activities during time-off (time not organized by Spark) to make sure to keep the students entertained and / or allow them to get to know the family, customs and culture. ✓ Students and the group leaders are encouraged to inform their chaperone about anything they feel uncertain or uncomfortable about, to allow Spark to take action and inform or discuss matters with the host family. ✓ Host families will be informed about specific rules such as level of supervision needed, use of alcohol, bed times etc. depending on the group and the age of the students. ✓ Host families are informed that students must respect the students' freedom of religion: students must be given the freedom and possibility to practice their religion and they can not force students to practice religious practices they are not comfortable or familiar with. ✓ Students will be given a quick feedback form after day 2 to allow them to express any issues to do with host families that otherwise might not be expressed until the end of their stay. ✓ All students are asked to fill in a feedback form regarding their stay at the end of the trip to facilitate the selecting of families by Spark based on the students' feedback and to ensure that we are aware of issues that might make us decide NOT to continue working with a particular family in the future. 	<p>➤ Spark strongly encourages group leaders to check with their students that they feel comfortable and report any issues that should then be passed on to the group's chaperone and / or Director of Education in order to allow for appropriate follow up during the students' stay.</p>
Child safety and protection	Child abuse, welfare and attack	<ul style="list-style-type: none"> ✓ Families must meet the following requirements in order to be considered as a host family of underage students with Spark: have at least one child living at home of an age that approximately matches the age and gender of visiting students, have a spare bedroom where the visiting student(s) would sleep, have a safe and clean house where students would feel comfortable. ✓ Families must fill in an inscription form explaining their reasons for wanting to be a host family and provide details about past hosting experiences. ✓ If a family is deemed suitable to be host family, families will be visited to conduct an interview regarding their expectations, interests and experience. This would generally be done with the whole family present, if not all family members can be there, a second interview will be arranged at a later stage, which might take place in the family's home or at Spark. The interview assesses whether the family is suitable to host and can provide a safe and welcoming environment to the student. ✓ During the visit, the family will be required to show the communal areas of the house (kitchen, living room, outside area) as well as the bedroom(s) available for visiting students, in order to check the house and quarters are suitable and clean and that there are no obvious dangers. 	<p>➤ Many (though not all) families are part of our education group and either have their children in our bilingual sister school (El Centro Inglés) or in our English academies (TECS).</p>

Hazards	Risk	Control measures ¹	Notes
		<ul style="list-style-type: none"> ✓ During the interview, families will be given a detailed description of their roles and responsibilities that will be explained to them and they are given a copy that they must sign (Spark will keep the signed copy, families will be given another copy). ✓ Families that have already hosted with Spark will be revisited every 2 years to check housing conditions have not changed, have another interview with all family members living in the house and check any changes or queries. ✓ In the case of a family moving to a different house they will be revisited before being allowed to host again to make sure the new house still meets all the requirements. ✓ Visiting students and families are given the mobile phone numbers of their group's chaperone and the Director of Education in case of an emergency. 	
Health and diets	Allergic reactions, not eating enough / healthily	<ul style="list-style-type: none"> ✓ Host families will be informed ahead of time of any medical or dietary needs the student(s) might have, to make sure they can cater for their needs and in order to check any doubts they might have. ✓ Students and families will be asked whether the students are eating enough, and if not, action will be taken to find out why they aren't in order to resolve the issues as soon as possible. ✓ Families will be informed of what makes a good and healthy meal and will be asked to check or report anything if they feel the student is not eating enough or if they are not eating the food provided but buying junk food instead. 	