STATEMENT · 2026–27

Welfare, Health and Safety Statement

Statement

WBS Guardians places the highest priority on ensuring the health and safety of the students in their care. On top of our stringent recruitment procedures, outlined in our safer recruitment policy, we make thorough checks on the accommodation provided by our homestays.

Responsibilities

The member of staff responsible for any welfare, health and safety issues is Iain Howell, CEO and DSL. He can be contacted on +44 7984 925526 or email iain@whichbritishschool.com

In his absence, contact Jennifer Britton, Co-founder and Director and Deputy DSL, on +44 7540 868974 or jennifer@whichbritishschool.com.

Procedure

WBS Guardians will conduct an initial assessment visit in person to each homestay before placing any students within the household. During this visit, suitable health and safety checks will be conducted and a simple risk assessment of the property undertaken along with a check on the suitability of the accommodation. Comprehensive notes of this visit will be recorded within the homestay file.

The minimum health and safety checks will be undertaken. These are in line with the AEGIS requirements:

- We will check that the home has a minimum of one smoke alarm to be installed on every storey.
- We will check that a carbon monoxide alarm is installed in any room containing a gas, liquid or solid fuel burning appliance.
- We will check that an annual landlord gas safety has been undertaken by a Gas Safe registered engineer (a copy of the certificate must be provided to the guardianship organisation.)
- The guardianship organisation will check that the homestay has ensured that the electrical system is safe, e.g. sockets and light fittings are secure and not overloaded and any appliances used by the student are safe.
- The guardianship organisation will check that the homestay discusses the possible evacuation routes from the property with students on a regular basis. If doors or windows are locked students must know where to find the key in the event of a fire.
- If fire extinguishers and fire blankets are provided the guardianship organisation will check that these have been suitably serviced.
- Where open fires are used, a check will be made that suitable fire guards are in place when the fire is lit.
- The guardianship organisation will check that any matches / lighters should be appropriately stored.
- The guardianship organisation will check that a basic first aid kit is available. This should include, plasters, sterile eye-pad, triangular bandage, safety pins, non-medicated wound dressing, disposable gloves, leaflet giving guidance on first aid.
- The guardianship organisation will check that any prescription medication and drugs should be kept safely especially when hosting young students.
- The guardianship organisation will check that alcohol should be appropriately stored.
- We will check that the homestay has an awareness of basic food hygiene when preparing meals for students.

- Advisory: We advise students to use UK plugs only and not to use overseas adaptors as these can be a source of fire. UK mobile phone and laptop adaptors are relatively easy and inexpensive to obtain in most cases.

The guardianship organisation will conduct at least an annual visit in person to each homestay held on their records. During this visit, support will be offered to the homestay and suitable checks for safety and suitability will be undertaken to ensure any changes since the last visit are properly recorded and felt to be acceptable. Comprehensive notes of this visit must be recorded within the homestay file.

Accident book: WBS Guardians keeps an Accident Book recording any accident, injury or near miss involving students, staff, homestays or volunteers while in our care or carrying out WBS Guardians activities. Homestays and staff must report any accident or injury to Iain Howell (or Jennifer Britton) as soon as possible and within 24 hours, so that it can be recorded. Parents and, where relevant, the student's school will be informed. Records are kept securely in line with our Data Protection Policy, and any incident reportable under RIDDOR will be reported to the Health and Safety Executive.

Any issues in relation to the welfare health and safety of students should be reported immediately to: Iain Howell, CEO via email iain@whichbritishschool.com or telephone +44 7984 925526 If Iain Howell is unavailable, contact Jennifer Britton, Co-founder and Director and DDSL, on +44 7540 868974. A full investigation will take place, and action taken where necessary. A full record of the concern and action taken as a result will be maintained in the WBS Guardians Health and Safety file.

Review

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: 28/09/2026. Next review: September 2027.

Amended: 29/10/2026 (Accident Book added).

Signed: Iain Howell, CEO

Date: 28/09/2026

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AEGIS ACCREDITED