

UKguests are dedicated to safeguarding and promoting the welfare of children and vulnerable adults. We believe that *everyone has a responsibility to look after children and young people* and that children and young people have rights as individuals and should be treated with respect.

While most of the students placed in our homestay accommodation are aged over 18, there are increasing requests from overseas students aged under 18. Therefore, UKguests will do its utmost to ensure that a safe homestay environment is provided for any young person. We expect all staff and homestay hosts to share this dedication.

Objective	<ul style="list-style-type: none"> ➤ It is our obligation to ensure that all students under the age of 18 should feel safe, and are protected from any form of potential abuse from all adults including homestay hosts, UKguests staff, group leaders and other suppliers. ➤ We endeavour to inform our homestay hosts and staff of their responsibilities in the event that they are in regular, significant or occasional contact with children or young adults. ➤ We are committed to practising safe recruitment including careful selection and vetting of staff, homestay hosts and other suppliers. ➤ UKguests will ensure that all staff members and homestay hosts are aware of the procedures when dealing with children and vulnerable adults.
Designated Safeguarding Person (DSP)	It is the responsibility of the company's DSP to review this policy annually. UKguests' DSP is the General Manager.
Applicable to <u>EVERYONE</u>	UKguests staff, homestay hosts, drivers, subcontractors, group leaders and anyone we work with who may work with children and vulnerable adults.
Date of approval – Responsibility	November 2016 – Managing Director/General Manager
Proposed date of review – Responsibility	November 2017 – Managing Director/General Manager
Policy availability	UKguests' Safeguarding Children and Vulnerable Adults Policy is available in the UKguests Head Office and on the website in a PDF format.

Definitions

Children

The Children Act 1989 states the legal definition of a child is 'a *person under the age of 18*'

Vulnerable adult

Section 115(4) of the Police Act 1997 states that a person can be considered to be vulnerable if he is *'substantially dependent upon others in performing basic physical functions, or his ability to communicate with those providing services, or to communicate with others, is severely impaired, and, as a result, he would be incapable of protecting himself from assault or other physical abuse, or there is a potential danger that his will or moral well-being may be subverted or overpowered'*.

Abuse

In this policy, abuse means any possible kind of neglect, deliberate physical injury, sexual exploitation, bullying or emotional cruelty.

Please see [Appendix A](#) for further understanding and recognising abuse.



Introduction

Although there is currently no law relating specifically to guests aged under 18 in homestay accommodation, there are a number of statutory requirements relating to child protection that still apply, just as they would apply to other sectors and to other organisations in general.

UKguests' policy aims to follow relevant legislation, which includes:

- The Education Act 2002
- The Children Act 1989 and 2004
- Working Together to Safeguard Children 2006
- The Safeguarding Vulnerable Groups Act 2006

Values

This policy is based on the following values:

- All young people and vulnerable adults, whatever age, race, gender, culture, disability, religion, ethnic origin and/or sexual orientation, are entitled to be protected from abuse.
- It is everyone's responsibility to be vigilant and to report any concerns or allegations of abuse to the Designated Safeguarding Person (DSP). It is the responsibility of the Local Safeguarding Children Board (LSCB), social services and the police to carry out, where appropriate, a combined investigation.
- Any occurrences of suspected poor practice, misconduct or abuse will be taken seriously and dealt with in the appropriate manner.
- All personal data will be handled in accordance with the requirement of the Data Protection Act 1998.
- UKguests will promote a culture where safeguarding is taken seriously, through regular staff training.

Our homestay accommodation

UKguests are committed to the following:

- To visit and vet all applicants before accepting them as hosts. All members of the family and/or regular visitors to the household must be declared to UKguests on the initial application.
- To ensure that all hosts intending to accommodate guests under the age of 18 have an Enhanced Disclosure and Barring Service (DBS, formerly CRB) check that is no more than three years old.
- To ensure that hosts accommodating guests under the age of 16 (under 18, if disabled) for more than 27 days should notify the local social services that the child is being privately fostered.
- To regularly review homestay profiles to make certain that circumstances have not changed.
- To ensure that all under-18s and their hosts follow the applicable curfew time of 10.00pm. For under 16s the curfew time is 9.00pm unless otherwise stated by their school.
- To remove unsuitable homestay hosts from our register. Serious concerns will be immediately reported to the local authorities or the LSCB.
- To ensure that the main carer in the homestay signs and returns a copy of the Children's Act 1989 (Part IX), declaring any convictions or offences against children on behalf of him/herself and all other adults in the home.



- To ensure that schools and agents provide written consent from parents or guardians for activities that fall outside the agreed curfew time or unsupervised activities.
- To offer only a half board or full board meal plan to under-18s to ensure that they are not left to eat takeaway food or cook for themselves in the evenings.

Staff and safer recruitment

At UKguests we endeavour to ensure we appoint suitable employees who will be trained effectively.

All UKguests staff are required to take shared responsibility for the safety of any young people and vulnerable adults, and must be aware that they are in a position of trust and must abide by the company's Safeguarding Children and Vulnerable Adults Policy.

We aim:

- To ensure that all permanent staff have a current Enhanced DBS check prior to having any regular, significant or occasional contact with children or young adults.
- To ensure that all staff demonstrate a professional attitude, which must be maintained at all times, both in and out of work.

UKguests have a rigorous recruitment process that includes safeguarding measures to ensure that candidates have been suitably vetted (see [Appendix D](#)).

All staff must be familiar with UKguests' Code of Practice for Staff (see [Appendix E](#)).

Supplier contact

UKguests will ensure that all suppliers (taxi drivers, visiting officers and subcontractors) who have substantial access to under-18s or vulnerable adults have the relevant suitability checks prior to working with children and/or vulnerable adults.

For group leaders and/or Teachers in regular or significant contact with under 18s, UKguests will ensure they are made aware of the company's safeguarding policy and practices.

A police certificate of good conduct may also be required.

DBS checks

A 'satisfactory' Enhanced DBS check is defined as having no criminal convictions (including cautions, reprimands and final warnings) relevant to the post. If UKguests is informed of a previous conviction that does not indicate a direct threat to the safety of the students, we will interview the host, staff member or supplier to gather more information before reaching a decision.

UKguests will consider any recorded convictions in terms of the following:

- Nature, seriousness and relevance of the offence
- Relevance to becoming a homestay host
- How long ago the offence occurred
- Frequency of the offence
- Country of conviction (what constitutes an offence may differ between countries)
- Decriminalisation

If the DSP believes that there is no threat, the reasons will be recorded and kept on file.

All staff, hosts or suppliers who are still employed to look after children must report any subsequent criminal convictions to the DSP. Failure to do so will result in disciplinary action being taken.



Child protection procedures

UKguests' DSP is the General Manager, Chanel Edwards, who is the lead person with regard to child protection issues.

All staff must contact the DSP or the Managing Director if they have any reason to believe that a student or young person in UKguests homestay accommodation is in any way at risk. The DSP will follow the relevant procedures.

Records will be kept of all such incidents and their outcomes, and will be held by the DSP in accordance with the Data Protection Act.

All staff should be aware that in accordance with statutory requirements where child protection issues are involved, it is not possible to offer confidentiality to a person under 18 as any disclosures must be reported.

Vulnerable adults

Where possible, UKguests will identify vulnerable adults and ensure that there are appropriate support measures in place. This is most likely to be when the student is referred to UKguests by their school, agent or parent, and clearly has mental health difficulties or a disability that puts him/her into the legal category of 'vulnerable'.

Any member of staff with concerns regarding an adult student whom they believe or know to be vulnerable must contact the DSP.



Designated Safeguarding Person (DSP) Role and Responsibilities

The broad areas of responsibility for the DSP are:

Raising awareness

- To ensure everyone knows who the DSP is and how to contact her.
- To be a resource for offering guidance in child protection and safeguarding for all.
- To ensure the company's safeguarding policy is fit for purpose, and updated and reviewed annually.
- To ensure UKguests' safeguarding policy is known to all and used appropriately.

Own knowledge

- To know how to recognise abuse and how to respond if a child makes an allegation of abuse.
- To know how LSCBs work and have their contact details.
- To have information on the Local Area Designated Officer (LADO).
- To keep up to date with developments in safeguarding and child protection and have refresher training every two years.

Training others

- To ensure that all staff are trained in Level 1 safeguarding and that DSPs are trained in Level 2 Safeguarding prior to any potential significant or regular contact with children and vulnerable adults.
- To ensure that all staff, hosts and other adults working with under-18s are aware of their child protection responsibilities.
- To ensure that training begins with receiving and carefully reading a copy of the Safeguarding Children and Vulnerable Adults Policy, and is followed by completing the online Level 1 Safeguarding training course.
- To ensure that the DSP undergoes face-to-face Level 2 Safeguarding training with English UK.

Responding to concerns

- To respond to all concerns about under-18s raised by staff and hosts, and make decisions about the appropriate next steps to take, keeping complete records of this information.
- To assess the information promptly and carefully, clarifying and obtaining more information about the matter as appropriate.

Making a referral

- To decide, in conjunction with the Managing Director, when concerns need to be referred.
- In cases where there are cases of suspected abuse or allegations, to initially refer the case within one day to a statutory child protection agency, e.g. the LCSB.
- To attend child protection meetings with the Managing Director.
- To manage the (unlikely) event of an under-18 being made the subject of a Child Protection Plan.

Records and reports

- To maintain accurate records of all child protection issues (concerns, allegations and referrals) in a secure place, which only the DSP and the Managing Director have access to.
- To contribute to/prepare an annual report or audit of safeguarding issues and concerns that have arisen during the previous 12 months.



Managing and responding to concerns

If an adult has a safeguarding concern about a child or vulnerable adult, it is his/her duty to only report the issue, and not investigate it further, as that is the role of the police and social services.

Guidance on handling disclosure from an under-18

UKguests understand that child abuse is a difficult subject that can be hard to accept and even harder to talk about. When a child makes a disclosure to an adult it takes a great deal of courage, and so care must be taken to remain calm and to show support to the child throughout the disclosure phase.

Please see [Appendix B](#) for guidance on handling disclosure from a child or vulnerable adult.

Reporting procedures

An oral report followed by a written report should be provided to the DSP, who will keep a confidential record of any such incidents.

Please see [Appendix C](#) for the Concern and Allegation Disclosure form.

Allegations of abuse or inappropriate behaviour involving UKguests staff

Allegations involving a member of staff and a person under-18 or a vulnerable adult should be reported to the DSP and to the Managing Director.

Consideration will be given as to whether the situation falls within the definition of abuse.

Relationships with young people aged 16–17

It should be noted that while a young person can consent to sexual activity once they reach the age of 16, the Sexual Offences (Amendment) Act 2000 makes it a criminal offence for a person to engage in any kind of sexual activity with a person under 18 where the adult is in a position of trust.

Data safeguarding

It should be noted that although they are technically 'children', consent is still required from young people in the same way as for an adult with regard to matters of data protection.

Review

This policy will be regularly monitored and reviewed:

- In accordance with changes of legislation or of the guidance on the safeguarding of children and vulnerable adults, or with any changes within UKguests.
- Following any issues or concerns raised about the safeguarding of children or vulnerable adults within UKguests.
- Annually, in all other circumstances.

UKguests' DSP has responsibility for overseeing the Safeguarding Children and Vulnerable Adults Policy, with delegated responsibility to the Managing Director.

The DSP and Managing Directors can be contacted on the following 24-hour emergency telephone numbers:
+44 7932 222 918 /+44 7981 279 681

Staff members are responsible for notifying any issues to the DSP and the Managing Director immediately.



Abusers can be anyone and anywhere. Below is some useful information on recognising the signs of abuse.

Grooming

- Of a victim – showing interest in/forming an attachment with a young or vulnerable person, when the ultimate motive is sexual gratification
- Of children, especially needy ones – testing their boundaries in minor ways at first, so that if they make any complaint, it becomes easy to explain away
- Of adults – making other adults see them as trustworthy, which will therefore give the abuser clearer access to victims (especially children)
- Done by a person in a position of trust to anyone under 18 is a crime

Sexual abuse

- Forcing or enticing a young person to take part in sexual activities, which can happen over the Internet, with the abuser in a different country to the victim
- Even if a child is happy with the attention and is willing to take part, it is still sexual abuse if s/he is underage
- There is a high incidence of teen abuse of other teens – befriending/loving a needy friend, then turning on them
- The abused can show inappropriate sexualised play or awareness, e.g. through drawings, promiscuous behaviour or inappropriate, needy attention-seeking behaviour

A sexual abuser typically goes on a journey:

- Feeling emotionally connected to children and having few adult relationships/pastimes
- Overcoming his/her own conscience by, for example, seeing that child porn is available on the Internet so it must be OK, and/or by re-interpreting children's behaviour to be sexual and flirtatious when it isn't
- Slowly developing a relationship with the child, pushing the boundaries of sexual behaviour further

Emotional abuse

- Abuse is often persistent, such as bullying, which is a clear case of emotional abuse
- Abuse can be compounded by the abuser making children wary of authority/other adults trying to help them
- The abused can show aggression and withdrawal (two extremes) in one day
- The abused can show inappropriate, needy attention-seeking behaviour
- Abuse can be connected to conditions such as anorexia
- Self-harmers can be victims of serious emotional abuse, or are sometimes 'following the fashion'
- All sexual abusers are emotional abusers

Physical abuse

- Look for symmetry with bruising (two black eyes/bruising on both shoulders) as a sign of abuse
- Burns or scalds that have a clear edge are usually caused deliberately, not accidentally
- Finger marks need to be checked – does the story fit/sound plausible?
- Munchausen Syndrome by Proxy (MSP) is the abuse of another person, typically a child in the abuser's care, to see attention/sympathy for the abuser – the abuser will create symptoms so that the victim obtains repeated medical care
- Physical abusers do not usually premeditate/plan the physical abuse (unless they are sadists), but rather tend to react to certain situations with physical abuse
- Physical abusers typically lack self-restraint and don't have appropriate strategies for managing conflict and/or difficult children



Neglect

- Thrives away from home environment
- Neglected children are unused to supervision – they can be almost feral in behaviour, as they don't understand boundaries
- Neglected children's physical and medical care needs are ignored
- Neglect can happen in all levels of society (e.g. leaving children unattended is neglect)



Appendix B - Guidance on Handling Disclosure from a Child or Vulnerable Adult

The following guidelines will help reduce the risk of causing more upset to the child or vulnerable adult and/or compromising a criminal investigation during the disclosure phase.

Receive

- Listen to what is being said without displaying shock or disbelief. A common reaction to news as unpleasant and shocking as child abuse, is denial. However, if you display denial to a child, or show shock or disgust at what s/he is saying, the child may be afraid to continue and will shut down.
- Accept what is being said without judgement.
- Take it seriously.

Reassure

Reassure the child that s/he has done the right thing by telling you. Reassure the child that s/he did nothing wrong and that you take what has been said seriously.

Do not make promises that you can't be sure to keep, such as 'everything will be all right now'.

Do not promise confidentiality – never agree to keep secrets. You have a duty to report your concerns.

Tell the child that you will need to tell some people, but only those whose job it is to protect children. Acknowledge how difficult it must have been to talk.

React

Listen quietly, carefully and patiently. Do not make any assumptions.

Do not investigate, interrogate or decide if the child is telling the truth. Remember that an allegation of child abuse may lead to a criminal investigation, so do not do anything that may jeopardise a police investigation. Let the child explain to you in his/her own words what happened, but do not ask leading questions.

Do ask open questions like 'is there anything else that you want to tell me?'

Do not speak to anyone implicated in the abuse.

Communicate appropriately to the child's age, understanding, and preference. This is especially important for children with disabilities and for children whose preferred language is not English.

Do not ask the child to repeat what s/he has told you to another member of staff. Explain to the child what you have to do next and whom you have to talk to.

Refer this immediately directly to the DSP by calling 07961 179 278 or 07932 222 918.

Do not discuss the case with anyone other than the DSP or Managing Director.

Record

Make brief notes at the time and write them up in detail using the disclosure form as soon as possible.

Do not destroy your original notes in case they are required by court.

- Record the date, time, place, words used by the child and how the child appeared to you – be specific.
- Record the actual words used, including any swear words or slang.
- Record statements and observable things, not your interpretations or assumptions – keep it factual.



Appendix C – Concern and Allegation Disclosure Form

Please complete if you have any safeguarding concerns about an under-18 student/guest. You must complete the form to the best of your ability. Any remaining information can be filled in by the DSP later if you do not know it.

Date	
Student/Guest's first name	
Student/Guest's family name	
Gender	
Date of birth	
Nationality	
Group / individual	
Student/Guest's Class ID	
Your name	
Your role	
Date and time	
Location	
<p>Concern <i>(please provide as much detail as possible)</i></p> <p>NB: If reporting a disclosure/ allegation made by a student/guest, please use this space to describe the conversation accurately (or as closely as you can remember it). Continue writing on the other side of this sheet if you need more space.</p>	
Signed	

Response to concern (To be completed by the DSP)

Response	By whom <i>(full name)</i>	When <i>(date & time)</i>

Do parents/group leaders/agents/hosts/others need to be informed?



Statement

UKguests are dedicated to safeguarding and promoting the welfare of children and vulnerable adults, and expect all staff to share this dedication.

We aim to ensure that appropriate staff are recruited and trained effectively through inductions, regular appraisals and meetings.

Our policy

- To maintain a team of staff with a combination of skills and abilities.
- To ensure that all staff profiles match publicity materials.
- To provide a detailed and relevant job description.
- To train staff on internal procedures quickly and efficiently.

Procedures

- 1) All job posts will be advertised externally.
- 2) All job advertisements will include a job description.

All applicants should note that:

- All references will be followed up and will be asked specifically whether there is any reason that the applicant should not be employed in a situation where they have responsibility for, or substantial access to, persons under 18.
 - All gaps in CVs must be explained to a satisfactory level.
 - Proof of identity.
 - UKguests are committed to valuing diversity. In keeping with our equal opportunities policy, we welcome applicants from all sections of the community.
 - UKguests accept students under the age of 18. The law classifies these young people as children, and as a consequence UKguests has implemented a number of safeguarding systems and procedures during the recruitment process, and in general workplace practice.
 - All new employees who are likely to be in significant and/or regular contact with students under 18 will be expected to have an Enhanced DBS check, and will be reminded that providing any false information is a criminal offence.
- 3) Interviewing will be done face to face. Whenever possible, two staff members will conduct interviews together.
 - 4) All questions asked during the interview should be relevant to the job description.
 - 5) Job offers will be confirmed in writing to suitable applicants and a copy of the contract sent for perusal before signing.
 - 6) Staff will receive an orientation as well as a full induction when they commence employment.
 - 7) All new staff members will be expected to read the following policies:
 - Safeguarding Children and Vulnerable Adults Policy
 - Equal Opportunities Policy
 - Staff Handbook
 - Staff Guidelines and Procedures Handbook
 - 8) All new staff members will be expected to:
 - Sign and return a copy of the contract.
 - Have an Enhanced DBS check paid for by the company if applicable.
 - 9) All the data on file is subject to the Data Protection Act 1998.



The following guidelines are intended to be a rational approach for both reducing opportunities for the abuse of young people and vulnerable adults, and for helping to protect staff from any false allegation.

You should

- Treat all young people and vulnerable adults with respect
- Use caution when discussing sensitive issues with children or vulnerable adults
- Use caution in initiating any physical contact with a young person or vulnerable adult
- Operate within the guidance offered by this code
- Challenge all unacceptable behaviour and report all allegations or suspicions of abuse
- Avoid becoming involved in a student's personal affairs
- Be aware that your personal web profiles on social media can be viewed by anyone, and therefore be especially cautious with your online presence and privacy settings

You should not

- Establish or seek to establish social contact with under-18s during or after their stay with UKguests homestay hosts
- Give personal email addresses or personal phone numbers to students under 18
- Communicate via email, text, phone, social networking sites, blogs, web pages or messaging services with under-18s
- Post photos or videos of students under 18 on any social networking sites
- Take young people or vulnerable adults alone in a car journey, however short
- Take young people or vulnerable adults to your home
- Engage in physical or sexually provocative games including horseplay
- Allow or engage in inappropriate touching of any form
- Make over-familiar or sexually suggestive comments or approaches to a young person or vulnerable adult, even as a 'joke'
- Let allegations of over-familiar or sexually suggestive comments or approaches made by a young person or vulnerable adult go unchallenged or unrecorded
- Do things of a personal nature that young people or vulnerable adults can do for themselves
- Take photographs, videos or other images of a young people without the express permission of their parents

Under-18s seeking contact with staff

- If an under-18 seeks to establish social contact, the member of staff must exercise his/her professional judgement and be aware that such social contact could be misconstrued.
- Staff must seek advice from the General Manager or the Managing Director if adolescent students do try to establish contact, and should copy such communications to the Manager.

Appropriate social contact (electronic or otherwise)

- Staff must maintain neutral, friendly relationships with adolescent students, and avoid exclusivity or over-familiarity
- Staff must resist any attempt by an adolescent student to develop an over-familiar or exclusive social relationship
- If an adolescent student confides sensitive personal information, staff have a duty to listen and respond in a professional manner in accordance with company guidelines



Electronic contact

- Staff must only use their work email for any electronic contact with adolescent students before, during or after their stay with UKguests homestay hosts
- In any electronic contact with adolescent students, staff must pay particular attention to use neutral, non-emotive language that will not be misconstrued
- Staff must not exchange any information with an adolescent student that they would not be happy to share with the child's parents or carers
- Staff must avoid the exchange of personal information, personal photos, virtual gifts or the use of any application that suggests or encourages the sharing of personal feelings
- Staff should be aware that personal information about them may be available in various forms online
- Staff should be particularly cautious about their public web profiles and privacy settings
- Staff must not initiate or agree to 'friendship' requests or similar with adolescent students that will result in the sharing of personal information, photos, status updates, etc.

Duty to report

- Staff have a duty to report to their employer any actual or perceived inappropriate development of the relationship between adolescent students and staff, electronic or otherwise
- Any sensitive information communicated by an adolescent student to a member of staff, electronic or otherwise, must be reported to the DSP

Failure to comply

- Non-compliance with the above policy will result in disciplinary procedures
- Employers have a 'duty to refer' to external authorities* any suspicion or allegation of inappropriate contact by an individual engaged in regulated activity where there is risk of harm to children.

*The Independent Safeguarding Authority (ISA), police, or local child protection authorities.



You should

- Report to UKguests' DSP any concerns that guests reveal to you about the behaviour of staff, guests, and other members of your household. It is your responsibility to safeguard all guests staying in your home
- Follow confidentiality protocols and discuss any information sharing with UKguests' DSP
- Be careful not to misuse your power and influence over any students, children, and young people staying in your home as guests
- Ensure that your behaviour remains professional at all times, including the clothes you wear and the language you use
- Keep physical contact with guests to a minimum and only used as part of an agreed and open policy
- Ensure that email and telephone contact with adolescent guests, including messaging and social networking is kept on a strictly professional and factual basis
- Behave professionally with regard to any sexual or sensitive material that may be in your home
- Restrict any misuse of the Internet for the purpose of access to inappropriate material
- Guard against guest infatuations and report any concerns to UKguests' DSP

You should not

- Have physical contact that is secretive, for your own gratification, or that represents misuse of authority
- Inappropriately use physical intervention - hosts should follow relevant procedures, and incidents should be clearly recorded and reported
- Take any unauthorised or inappropriate photographs of your guests
- Communicate with guests in a sexually suggestive manner - hosts are in a position of trust and should never engage in any sexual relationship with guests in their care



Appendix G: Risk Assessments and Homestay Fire Safety

All homestay hosts must comply with current law regarding the accommodation of paying guests. This includes regularly updating gas safety certificates and carrying out a fire risk assessment at least once a year. All records need to be kept so that they can be seen by any UKguests staff member upon request. While it is the responsibility of the homestay host to carry out a fire risk assessment, UKguests can offer guidance during the inspection visit to your home.

Gas safety

It is your responsibility to ensure you have proof that your property meets the regulations governing gas safety, and that all gas appliances in the property are checked for safety every 12 months by a Gas Safe registered engineer.

It is also recommended that you fit carbon monoxide alarms. These should be audible British Standard approved alarms, which have a battery life of up to five years. Fit them in each room with a gas appliance.

Fire safety

Although fire safety regulations only apply to Households in Multiple Occupation, all landlords are subject to common law and have a duty to make sure their properties are safe. It is therefore a good idea to follow this fire safety advice:

- All new properties must have mains-operated interconnected smoke alarms fitted on every level of the property. In older properties, standard battery-operated smoke alarms should be fitted on every level.
- If you fit battery-operated smoke alarms (ideally with a 10-year battery life) in your property, they should be tested regularly, ideally once a week.
- You should make sure there are proper emergency exits (usually this can be the front and back doors), and that emergency exits and passageways are always kept free of clutter.
- Provide all guests with a fire escape plan so they know what to do in the event of a fire.

General safety

If some of the bedrooms are on the ground floor or the windows of bedrooms can be accessed easily from outside, fit safety catches so the windows can only open a small amount.

Safety catches on windows should also be provided if guests have small children, especially if the accommodation is above the ground floor.

However, if a window is the only means of escape in the event of a fire, make sure that the safety catch is easily removable from the inside so that the window can be opened fully to get out.

To keep your guests safe from burglars, fit a door chain and a spy hole on the front door, so they can see who is at the door before opening it.

UKguests will provide further guidance, an example record form, and a checklist during the inspection visit to your homestay accommodation.

