



CISV International
Building global friendship



Pilot Host Family Toolkit 2024

Welcome...

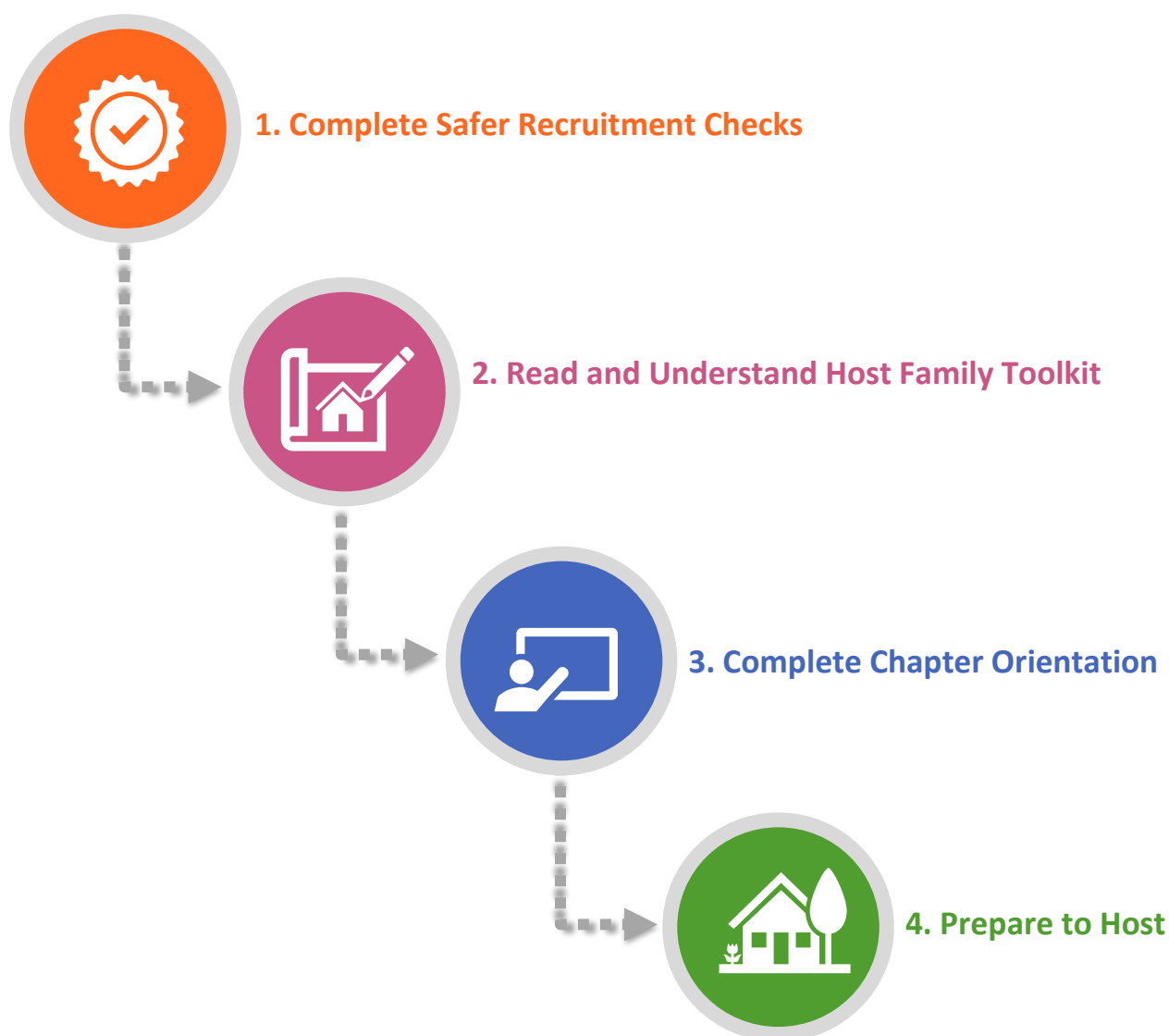
Thank you for volunteering as a Host Family in CISV. It is families like yours who open their homes to CISV children that make our programmes possible. Welcoming CISV children into your home can be a wonderful and rewarding experience for everyone involved!

This toolkit is designed to prepare and support you to host safely and with confidence. It provides guidance on essential steps and considerations, during the following stages of hosting:

1. In preparation for hosting
2. Immediately, on arrival of CISV children at your home
3. Throughout your hosting period

As the main person responsible for the care and supervision of CISV children in your home, you must ensure that you have read and understood this Toolkit before hosting. We also strongly recommend that the Toolkit is shared with other adult members of your household. This, along with an orientation session to be provided by your Chapter, should ensure a rewarding and safe experience for all involved.

The diagram below shows the key steps involved in the recruitment and orientation of Host Families:



Host Families in CISV

In CISV, Host Families are typically needed for the following programmes and situations:

During Village and Step-Up Programmes: Host Families provide accommodation and care for CISV children prior to the start of, and part-way through, Village and Step-Up programmes. This is so that CISV children can adjust and become familiar with the local culture, whilst Leaders and Staff prepare the camp site location. For more information refer to the Program Guides for [Village](#) and [Step-Up](#).

Children Arriving Early / Leaving Late: Sometimes Host Families are needed to accommodate and care for children arriving early before the start of a CISV programme, or for children departing days after a CISV programme has ended. In this instance, there may also be a need to accommodate an adult Leader.

Child(ren) leaving or being removed: Sometimes Host Families are needed to accommodate and care for a child who has had to leave a locally hosted camp-based programme due to a medical necessity, a personal emergency, or because of certain problems being experienced at the camp.

The key responsibilities of Host Families are:



Providing a Safe and Welcoming Environment: Host families are responsible for providing a safe and supportive environment, where children feel welcomed, valued, and secure.



Accommodation, Meals, and Activities: Host families provide suitable accommodation, meals, and activities whilst hosting CISV children, ensuring that safety is the paramount consideration and individual needs and preferences are taken into consideration.



Orientation and Support: Host Families offer orientation to CISV children by reminding them of CISV rules, house rules, routines, and local area. They also provide emotional support and guidance as needed throughout the child's stay.



Communication with Leaders and Risk Managers: Host Families maintain open lines of communication with the children's leader, and local risk manager is required, regarding any concerns or issues that arise. The role of leaders and local risk managers is to provide support and guidance to Host Families.



Incident Preparedness: Host Families are prepared to respond to incidents that may occur when hosting children, following CISV Safeguarding Policy and Procedures and notifying those who need to know.

Preparation

This section outlines what you need to know and do before you welcome CISV children into your home.

Orientation



You must familiarise yourself with the following CISV policies and procedures. Your Chapter orientation will highlight the aspects of these documents which you should be most aware of.

- **Safeguarding Policy and Procedures:** rules and procedures to ensure the safety and wellbeing of everyone in CISV activities, particularly children and adults at risk. The policy defines what a 'child' and 'adult at risk' is. It provides procedures on safeguarding incidents, safer recruitment, and safe boundaries, contact and communication. In particular, it is crucial that you have read and understood [Procedure 4: Safe Boundaries, Contact, and Communication](#) and [Procedure 5: Safeguarding Incidents](#). To read the full policy [click here](#).
- **Positive Behaviour Policy and Adult Code of Behaviour:** Provides a framework to ensure positive learning environments that support and align with CISV's mission; defines behaviours that are allowed or not allowed in CISV. The responsible adult(s) in the Host Family, who have primary responsibility for the care and supervision of CISV children, must sign and adhere to the Adult Code of Behaviour. To read the full policy [click here](#).
- **Social Media and Digital Safety Policy and Procedures:** Outlines expectations and best practice for online conduct, including digital communication, and digital photography, video, and live streaming. . In particular, it is crucial that you have read and understood [Procedure 4: Digital Photography, Video and Live Streaming](#). To read the full policy [click here](#).

Home Insurance



As a homeowner, you must have in place adequate homeowners' insurance. CISV also has in place various insurance policies to cover potential liabilities that may arise during its programmes, and these insurances extend to include homestays.

Bedrooms



Sharing bedrooms:

- Children and adults (18 years old or above) must have separate bedrooms.
- Male and female children must have separate bedrooms. For gender non-binary, non-conforming and transgender children, refer to your Chapter for guidance.
- Children sharing a room should have an age difference of no more than 2 years.

Beds:

- Separate beds for each child with a reasonable degree of privacy.
- Clean linens and blankets are provided.

Storage space:

- Enough space to store luggage and personal effects.
- A safe space to store valuables.
- A safe space to store medications.

Meals



Your Chapter should let you know about any known allergies or dietary restrictions for the children that you are hosting. The objective is to provide CISV children with a genuine experience of local family life, including local cuisine, whilst taking into consideration known allergies and dietary restrictions.

Activities / Entertainment



Avoid duplication: Plan activities mindful of scheduled excursions as part of the Village or Step-Up programme to avoid duplication. Contact your Chapter Representative if excursion details are not available.

Showcase local culture: Activities should showcase local culture and align with peace educational objectives.

Safety is paramount: Prioritise safety. Choose low-risk activities like visiting tourist sites, shopping centres, nature walks or cinemas. For high-risk activities, consult your Chapter Risk Manager in advance for a thorough assessment.

Age appropriate: Ensure that activities are suitable for the ages of the children involved.

Swimming: If swimming is involved, assess each child's swimming ability, and implement water safety measures.

Inclusivity: Consider diverse preferences and abilities. Avoid activities that may make some participants uncomfortable, excluded, or pressured to participate. Consulting with the Leader of the delegation would be very helpful in this regard.

Commercial operators: If the activity is provided by a commercial operator, ensure they are reputable. If any children have limited English proficiency, arrange for adequate translation of instruction during activities.

Release forms: If a commercial operator or facility requires a release form only the parent or legal guardian (not a Leader or Host Family) can sign it. Parent(s)/guardian(s) must have sufficient information about the activity and its risks in advance to make an informed decision. Allow time for translation, if necessary, and address any question about the activity in advance.

Prohibited activities: Mountaineering where ropes or guides are normally used, hang gliding, use of personal watercraft in excess of 26 feet in length, snow skiing / snowboarding, parachuting/sky diving, bungee jumping, scuba diving, professional or amateur racing by horse, motor vehicle or motorcycle/motor scooter riding, snorkelling, trampolining, spelunking, parasailing, professional athletics, amateur or interscholastic athletics, piloting of an aircraft, water skiing, tubing, wakeboarding,

or any other activity that involves being towed behind a boat; all watercraft activities, including rafting, unless approved by the International Office and CISV's insurance provider.

Expenses



When hosting as part of a Village or Step-Up, host families are expected to cover expenses for the CISV children they are hosting (e.g. transportation, sightseeing, trips, and meals during these arrangements). Any personal expenses will be paid by CISV children from their own pocket money.

When hosting CISV children arriving early for or departing late from a programme, you may either cover expenses for activities, or advise in advance of what you would expect the delegates to cover themselves. Advanced notice is required so that parent(s)/guardian(s) can ensure that their child has sufficient money.

Transportation



If you will be using your own vehicle for transporting delegates at any time, the vehicle must be roadworthy (government certified where applicable) and properly insured and driven only by a driver with a valid driver's license who is 18 years of age or older. If you don't have a vehicle on the premises that can be used in case of an emergency (e.g. the need to transport a child to a medical facility for urgent attention), then you need to have in place an alternate plan that has been reviewed by the Chapter Risk Manager.

Risks / Hazards

Any risk / hazards that were identified during your safer recruitment checks (home visit and checklist) should be eliminated or reduced in accordance with the Host Family Checklist.

On Arrival

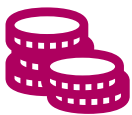
This section outlines what you need to do and consider within the first few hours of CISV children arriving at your home.

Health/Legal Forms



Obtain a copy of each child's passport, health and behaviour form, and legal forms. Ask the Leader to advise you of any medical or behavioural issues/concerns, medications, and/or dietary needs. The Health and Behaviour and Legal forms should be kept in a safe place and returned to the Leader at the conclusion of the home stay.

Pocket Money



Ensure that the Leader has checked that each child has sufficient pocket money to cover personal expenses.

Medication



Collect and keep medications of child delegates in a safe place. Administer as instructed on the Health and Behaviour Form and by the child's Leader.

Valuables



Provide visiting delegates with a safe place for keeping valuables, including passports, money and cell phones.

Tour



Give a tour of your home and provide guidance on where they will sleep, change, shower, store their valuables etc, and any areas that are out-of-bounds. Make sure your guests know what to do in the event of a fire by reviewing your fire escape plan.

Plans/Schedules



Provide guidance on any plans/schedules, including mealtimes, bedtime, activities and any expected visitors.

Emergency Contacts



Ensure that guests have access to key emergency contacts including local emergency services, should for any reason the responsible adult(s) become unavailable or incapacitated. These could be displayed in a communal area.

Behaviour Expectations



At the beginning of hosting, you should discuss behavioural expectations of your guests. To do so, you can refer to the [Child Code of Behaviour](#). Additionally, any rules of the family should be applied to the guests, while respecting their religious and cultural upbringing that may differ from the hosts'. Differences should be discussed.

Questions?



Encourage an open and warm dialogue by encouraging the children to ask you any initial questions if they have them.

During Hosting

This section covers the critical things to be aware of whilst hosting.

Contact with Parent(s)/Guardian(s)



CISV children and their families have been advised that direct contact between them during CISV programmes is discouraged. They are encouraged to write to their parent(s)/guardian(s), as per the CISV Programme Guides. However, if a CISV child you are hosting expresses a strong desire to speak with their parent(s)/guardian(s), you should speak to their leader, and assist them with making contact.

Supervision



Daytime: A responsible adult (as identified in the Host Family Application form) should be always supervising CISV children during the day.

Nighttime: While everyone is sleeping, a second adult (age 18+) who has been appropriately vetted by the Chapter should also be in the home.

Safeguarding



It is everyone's responsibility in CISV to safeguard and promote the welfare of CISV children. If you or anyone else in your household ever has any safeguarding concerns about a CISV child you are hosting, you must take immediate action to protect and support that child, and promptly contact your Chapter Risk Manager who can support you with next steps. As outlined in the chapter on Preparation, you must have read and understood certain procedures, and completed orientation with your Chapter on the key aspects of this policy to prepare you for hosting.

Chapter Support



You should reach out to your Chapter at any time you need some help or guidance. Your principal contacts within the Chapter will be the Chapter Host Family Coordinator, and the Chapter Risk Manager. The Host Family Coordinator can help you with any general matters related to the homestay, while the Chapter Risk Manager will assist you in planning for any higher risk activities and with any child safeguarding issues that may arise.

Additionally, there may be a time during the homestay where it would be appropriate to contact a child's delegation Leader who may be able to assist if there are certain behavioural, mental health or medical concerns that may arise.

Your Chapter will provide you with a list of key contact information (e.g. telephone numbers, email addresses) for individuals you may need to contact during the homestay.