



We at SOGA are a small team. of caring people

We work together to ensure any student under our care, not only aims to achieve their highest potential academically but we help look after their wellbeing , physical and mental.

We work with the students school, parents and fellow colleagues to try and ensure the students school years here in the UK are of the most treasured memories and happiest times.

Safeguarding and promoting a healthy lifestyle is paramount, we do this through teamwork,

Our Team, Organisation Digram

The Guardian,Office Help,Host Families,Transport/Drivers,

Others who look after the student.

The Parents/. School Staff/,Care Workers/Aegis/The Student themselves.

▪



Organisation Diagram SOGA Office Team

Mrs. Pamela Keracher.

Job specification: Director

Guardianship of International students

\

Mrs. Pamela Keracher

Job specification Administrator

\

Mr. Peter Keracher 078 34717879

Job specification Accounts/Office Manager

\.

Mr. Duncan Wright 07476350802

DDPL Deputy Safeguarding Leader

\

Mrs. Samantha Lamond Tel 07702870639

Job Specification Legal and Safeguarding advisor/office volunteer.



Mrs. Pamela Keracher.

Job specification: Director

Guardianship of International students

Mrs Pamela Keracher: Director, Job description

Looking after and safeguarding students to ensure they are safe and secure when not in school and encouraging them to work to their full potential.

Working with Host families to ensure students have a safe and enjoyable holiday time out of school. To promote good behaviour within the family unit.

Take on the responsibility to ensure that all members of staff, volunteers and homestays receive appropriate introduction to safeguarding training.

The designated DSL Ensuring all members have a 24 hour contact number for emergencies, 07762791805 email.pamelakeracher@gmail.com The DSL will take lead responsibility for safeguarding and child protection (including online safety). Ensuring all members know if Mrs Keracher is not available, they should contact Mr Duncan Wright 07476350802 or email pwrightd@aol.com

To Liaise with students, families, agents and school staff, hosts or any person concerned with the student/ child's welfare. Communication with all. Overseeing Office Work. Following the Guidance for the regulation of guardianship arrangements in boarding schools.

Ensuring all policies and procedures are in place to meet the government requirements.



Mrs Pamela Keracher. Tel 07762791805

Job specification:

Guardianship of International students

Administrative Assistant working on the day-to-day operations of an office by doing tasks such as filing paperwork, answering phone calls, preparing documents for meetings, and managing the calendar of school Exeats, Half Terms, End of Term Travel, Parents meetings, School events

What does Mrs Keracher do as administrator?

- Preparing, organising and storing information in paper and digital form.
- Dealing with queries on the phone and by email.
- Arranging travel and accommodation. Covering Early arrivals, Exeats, Half terms, End of Term
- Airport Meet and Greet, departures, rail travel and Chauffeur Cars
- Host families are updated on upcoming accommodation requirements.
- Encouraging good Safeguarding measures with the host families, reminding them to be vigilante.
- Holiday activities suggested and supplied suitable for age group and hobbies.
- Checking with Aegis and Care Inspectorate to keep our policies up to date.
- Communicating with schools, medical staff, housemasters, pastoral care, headmasters.
- Offering and confirming that all members of staff, volunteers and homestays receive appropriate introduction to safeguarding and on going safeguard updates and training.
- Nominated Prevent Leader
- Nominated DSL Safeguard Leader



Mr Peter Keracher 078 34717879

Job specification: Accounts / Office Manager/

Bookkeeping for Guardianship of International students Accounts.

Job description

Bookkeeping and accounts keeping an accurate record of receipts for expenses for parents.
Accounting for Tax annual returns, parents, host families, drivers and students.

1. Communication with all people involved with finance.
2. **.Communicate with parents**
3. Assists with the administration work.
4. Report to Mrs Pamela Keracher.



Mr. Duncan Wright. DDPL Deputy Safeguarding Leader. 07476350802

Deputy Designated Safeguarding leader will assist or lead any enquiry that may arise if Mrs. Pamela Keracher is not available.

Assist with the responsibility to ensure that all members of staff, volunteers and homestays receive appropriate ongoing safeguarding and child wellbeing training. The DDSL can take responsibility for safeguarding and child protection (including online safety).

Mrs.Samantha Lamond Tel 07702870639

Job specification: Legal and safeguarding

Advisor /Office Volunteer Job description

To advise on all aspects of the legal business when/if required. As a court advisor for safeguarding, she will update us and assist with the general office work, safeguarding and assist with the holiday plan for activities involving the students.

Be aware of the safeguarding policy and report to Mrs. Pamela Keracher if she feels there is a problem.

Assisting in obtaining legal documents for Schengen -Visa application available to parents for

Travelling and living in UK.



Host Families

Job specification: Host Family

Job description:

Primarily to welcome a student into your home, protect them and keep them safe.

Provide a clean comfortable bed with space for some storage.

A space available where the student may work, ideally their own desk.

Provide student access to a bathroom with some privacy and somewhere to put rubbish and sanitary products and a basket for their dirty clothes.

Submit a short report on your students staying with you, including their physical and mental wellbeing, activities enjoyed.

Comply with the Important safety measures.

Import safety measures

1. **PVG** The Protecting Vulnerable Groups Act effectively gives organisations a free hand in determining whether to require PVG Scheme membership or disclosure records for host parenting activities. S.O.G.A requires host families to obtain disclosures.
 2. Keep updated on Safeguarding awareness and Prevent.
 3. Inhouse training for end of stay reports.
 4. You are not alone, any problem small or large contact the office, 07762791805 or 07834717879 email pamelakeracher@gmail.com
 5. **House Insurance** it is imperative that household buildings and contents insurance cover is in place. You may be asked to produce these documents.
 6. **Gas/Boiler annual maintenance records to be produced.**
 7. **Car Insurance** it is imperative that you have fully comprehensive motor insurance.
- Keeping yourself safe, Host Family Handbook, for all policies and

J

