

道坦图住宿家庭手册

SMARTPATH UK GUARDIANSHIP

HOMESTAY HANDBOOK

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寄宿家庭手册 | HOMESTAY HANDBOOK

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欢迎加入 SmartPath UK Guardianship, 感谢您为国际学生提供温暖的家。本手册明确说明了
我们及 AEGIS 对所有获批寄宿家庭的要求, 以及您作为寄宿家庭可从我们这里获得的支持。请
仔细阅读并在全年妥善保存。Welcome to the SmartPath UK Guardianship and thank you for
opening your home to an international student. This handbook explains exactly what we – and
AEGIS – expect from all approved hosts (homestays) and what you can expect from us in
return. Please read it carefully and keep it for reference throughout the year.

24小时紧急联系电话 | 24 hour emergency number : +44 777 6451 714

指定安全负责人 (DSL) | Designated Safeguarding Lead (DSL):

Victoria Chang +44 020 3880 8008 guardian@daotantu.com

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1. 我们的共同目标 | OUR SHARED AIM

道坦图的使命是: 在学生离校期间, 为他们提供一个安全、关爱的家庭式环境。加入我们的网络
意味着您同意“代替家长职责”, 以负责任家长的标准对待学生, 并遵守国际学生监护协会 (AEGIS)
设立的标准。SmartPath's mission is to provide a safe, caring, family-style environment
whenever our students are away from school. By joining our network you agree to act in loco
parentis – exercising the same level of care as a responsible parent – and to follow the
standards set by the Association for the Education & Guardianship of International Students
(AEGIS).

2. 角色与责任 | ROLES & RESPONSIBILITIES

道坦图监护服务 | SmartPath UK Guardianship

- 招募、审查并支持所有寄宿家庭。Recruit, vet and support all hosts.
- 提供 24/7 紧急支持, 并与家长、学校和相关机构沟通。Provide 24/7 emergency cover and liaison with parents, schools and agencies.

- 按时支付寄宿费用并报销经同意的开支。Pay hosting fees and reimburse agreed expenses promptly.
- 每年至少一次实地探访并提供持续培训。Visit at least annually and offer ongoing training.

您:作为寄宿家庭 | You: the Host Family

- 为学生提供安全、友善的家,符合第5节的基本标准。Provide a safe, welcoming home that meets the standards in §5.
- 像家人一样对待学生,尊重他们的文化与宗教背景。Treat the student as a family member and respect their culture/religion.
- 遵守本手册、行为守则及英国法律。Follow this handbook, our Code of Conduct, all safeguarding guidance and UK law.
- 遇到问题或变动,及时与我们联系(见第12节)。Notify us of any issues or changes immediately (see §12).

3. 学生安全要点 | SAFEGUARDING ESSENTIALS

- **背景审查:** 所有16岁及以上家庭成员(含常住访客)须通过增强版DBS审查,如果您没有注册DBS更新服务,我们将需要代您申请DBS证明,相关费用(每份证明约50英镑)需由寄宿家庭承担。If you are not signed up to the DBS (Disclosure and Barring Service) update service, we will need to apply for the DBS certificates on your behalf and the fee (approx. £50 per certificate) will be payable by the host family.
- **年度声明:** 主要照顾人每年需签署一份声明,确认没有任何可能影响寄宿资格的情况发生。Annual self-declaration: the primary carer signs to confirm that nothing has changed which may affect suitability to host (see form in your onboarding pack).
- **培训:** 在接收学生之前,您需要完成我们的线上安全培训,并在此后每年更新一次。我们也会定期向您提供有关防止极端主义、网络安全和心理健康的最新资料。Training: complete SmartPath's online safeguarding course before your first placement and refresh annually (we will send the link). Updates on Prevent Duty, online-safety and mental-health awareness are circulated each year.
- **问题上报:** 如发现任何可能危及学生安全的情况,或可能被误解的行为,请立即告知我们。Low-level concerns & whistle-blowing: report anything that may place a child at risk

or could be misconstrued. Our policy is on the website and paper copies are available on request.

疫情期间的责任 | RESPONSIBILITIES DURING A PANDEMIC

道坦图将在公共卫生事件中遵循英国政府、UKHSA、WHO 与 AEGIS 指导，并协助学生留校、返国或隔离学习。所有寄宿安排均须征得寄宿家庭的同意与配合，并在需要时提供明确的操作指引。During public health events, SmartPath follows UK Government, UKHSA, WHO, and AEGIS guidance, supporting students to stay at school, return home, or study in quarantine. Hosting arrangements will always be made with the consent and comfort of our host families, and clear guidelines will be shared when required.

4. 行为守则 – 重点提示 | CODE OF CONDUCT – KEY POINTS

1. 尊重与包容:邀请学生参与家庭日常生活,而不是把他们当客人。Respect & inclusion: involve the student in normal family routines; never treat them as a paying guest.
2. 合理监管:16岁及以下的学生不能被单独留宿;年纪更小的学生也不应长时间无人照看。Reasonable supervision: students aged ≤16 must not be left overnight; younger students should not be left for extended periods (§5.5.7 NMS guidance).
3. 管教与安全:禁止体罚,可以使用合理合法的方式保障安全。Physical contact & discipline: only use proportionate, lawful measures to maintain safety; physical punishment is illegal.
4. 隐私:学生的卧室属于他们个人空间,未经允许请不要进入。Privacy:the student's bedroom is their personal space; family members do not enter without permission.
5. 网络与沟通:帮助学生合理使用手机和网络,留意网络欺凌。Communication – encourage balanced use of phones/Internet and be alert to cyber-bullying.
6. 照片与社交媒体:未经书面同意,不得上传学生的可识别照片。Social media – do not post identifiable photos of the student online without written parental consent via SmartPath.

员工与寄宿家庭行为守则的全文另行提供,所有人必须签署确认。The full Staff & Homestay Code of Conduct is supplied separately and must be signed.

宵禁规定 | CURFEWS

在寄宿家庭期间，外出前请务必告知对方你的去向与同行者。16 岁以下学生需由大人陪同，16 岁以上学生可独立出行但必须遵守回家时间。如遇特殊情况需延迟，请电话告知寄宿家庭。

When staying with your host family, always tell them where you are going and with whom.

Under 16s must be accompanied; 16+ students may go out independently. Respect the agreed curfew. If late, call your host to explain.

道坦图建议学生宵禁时间如下：SmartPath UK Guardianship suggests the following curfew hours for students:

11-15岁的学生：8pm前返回寄宿家庭 Age 11-15 :Return to homestay by 8pm

16-18岁的学生：10pm前返回寄宿家庭 Age 16-18 :Return to homestay by 10pm

道坦图建议学生就寝时间如下：SmartPath UK Guardianship suggests that student bedtimes should be as follows:

11岁及以下的学生：9pm前 Ages 11 and under 9pm

11-18岁的学生：10pm Age 11 - 18 10pm

若需调整就寝时间，须与寄宿家庭协商并达成一致。Any deviation to these times should be discussed and agreed with the homestay.

酒精饮品 | ALCOHOL

在英国，18 岁以下不得在公共场合饮酒；也不得被他人购买、提供或在餐厅、酒吧饮酒。尽管 16 或 17 岁在成人陪同下可在用餐时饮少量啤酒或葡萄酒，但道坦图建议 18 岁以下学生完全避免饮酒。18 岁以上学生可在适当情况下适量饮用。In the UK, if you are under 18 it is illegal to drink alcohol in public, to buy alcohol, or to be bought alcohol by someone else. You also cannot drink in pubs or restaurants. 16-17 year-olds may drink a small amount of beer, wine or cider with a meal if with an adult. SmartPath discourages all students under 18 from drinking. Students aged 18+ may drink modestly with a meal.

毒品与违禁物品 | DRUGS & SUBSTANCES

道坦图致力于保障学生健康与安全。任何毒品、迷幻药品的持有、使用或交易都属违法行为。寄宿家庭不得向学生提供或允许此类物品。若发现相关情况，请立即报告给道坦图。

SmartPath is committed to your health and safety. Possession, use or supply of controlled substances (including psychoactive ones) is illegal and strictly prohibited. Host families must

not provide or allow access to these. Any concerns should be reported to SmartPath immediately.

性行为法律 | SEXUAL ACTIVITY

英国法律禁止 16 岁以下的性行为。寄宿家庭若发现任何不当行为，应立即联系道坦图。Sexual activity under 16 is illegal. Host families should report any inappropriate behaviour to SmartPath without delay.

吸烟与电子烟 | SMOKING & VAPING

18 岁以下不得购买或使用烟草和电子烟。寄宿家庭不得向学生提供烟草制品或电子烟。道坦图和大多数学校禁止所有学生吸烟或使用电子烟。You must be 18 to smoke or vape. Host families must not provide these items. SmartPath and most schools ban smoking and vaping for all students.

纹身法律 | TATTOOS

英国法律规定 18 岁以下不得纹身。寄宿家庭不得允许或协助学生进行纹身。It's illegal to get a tattoo under 18 in the UK. Host families must not allow or facilitate this.

5. 住宿标准 | ACCOMMODATION STANDARDS

- 提供干净明亮的单人间(或经批准的同性双人间)，配备床、书桌、储物空间和镜子。Bedroom: clean, well-lit single room (or pre-approved twin with same-gender student) containing bed, mattress protector, desk, chair, adequate storage and mirror.
- 到达时和每周提供干净的床品和毛巾。Bedding & towels: clean on arrival and weekly thereafter.
- 浴室应能上锁，有热水和基本洗漱用品。Bathroom: lockable door, hot water and basic toiletries available.
- 室温舒适，确保学生会使用窗户和暖气。Heating & ventilation: maintain comfortable temperature; explain how windows/radiators operate.
- 提供安静的学习空间和网络(未满18岁用户网络内容将受限)。Study space: quiet area with desk and Wi-Fi (filtered if under 18).
- 每周提供洗衣服务或监督学生使用洗衣机。Laundry: provide weekly wash & dry service or supervised machine access.

- 提供一日三餐, 照顾过敏、宗教和文化饮食需求(我们将提供建议)。Meals: full board – breakfast, packed or cooked lunch, evening meal; cater for dietary, allergy and cultural needs (we'll advise).
- 同一时间内接待的学生总数(来自所有合作机构)绝不超过三人, 且绝不同时接待其他付费旅客。Maximum numbers: never host more than three students in total (across all organisations) at one time, and never any other paying guests.
- 须提供专属衣柜与抽屉。Provide the student with their own wardrobe and drawers.
- 学生应被视作家庭成员, 允许在公共区域活动(客厅/餐厅等), 但不准进入家庭成员卧室。Students may use communal areas (living room, dining room) but must not enter family bedrooms.
- 当16岁以下但学生入住时, 同一寄宿家庭内不得安排任何20岁以上学生共同居住(含其他监护机构委托的学生)。If a student under 16 is hosted, no student over 20 may stay in the same home (including from other organisations).
- **学生与家长有权要求分配无烟及/或无宠物的寄宿家庭**;道坦图将尽力满足该偏好。Non-smoking/pet-free homestays available on request.

6. 健康与安全 | HEALTH & SAFETY

| 必要条件 Requirement | 如何遵守 How to comply |
|---|--|
| 每层楼安装烟雾报警器 Smoke alarm on every storey | 每月测试, 及时更换电池。Test monthly; replace batteries promptly. |
| 有燃气/油/固体燃料设备的房间安装一氧化碳报警器 Carbon-monoxide alarm in any room with gas/oil/solid-fuel appliance. | 每年检查一次。Check annually. |
| 年度燃气安全证书 Annual Gas Safe certificate | 每年将复印件发送给道坦图。Email copy to SmartPath each year. |
| 电器安全 Electrical safety | 插座须牢固, 不得超负荷使用; 高风险电器建议做PAT检测。Sockets secure, no overloading; PAT-test high-risk appliances if possible. |

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| 急救箱 First-aid kit | 急救物资储备充足、取用方便；并掌握基本急救知识。 Stocked and accessible; know basic first aid. |
| 火灾逃生计划 Fire-escape plan | 请在学生入住的第一天晚上，亲自带他们走一遍紧急出口路线。 Walk the student through exit routes on the first evening. |
| 宠物 Pets | 告知宠物种类；首次接触需监督。 Inform us of pets; supervise first contact. |
| 监控系统 CCTV | 监控须遵守 ICO 规定，保存记录，不得对准卧室/浴室。 CCTV must follow ICO rules, with records kept; never in bedrooms/bathrooms. |

我们提供一页式的风险评估模板，请在我们年度走访期间完成填写。 We provide a one-page risk-assessment template – please complete this during our annual visit.

7. 家庭保险 | HOME INSURANCE

- 接待学生或租客可能会影响您的房屋保险。房主须向保险公司确认承保范围(未申报可能导致理赔失败)。 Hosting students or lodgers may affect your home insurance policy. Homeowners must check with their current insurer that hosting a student/lodger is covered. not all insurers accept this arrangement; if it is not declared, claims may be invalid.
- 若您为租客，须在接待学生前与房东协商，因为此类安排可能使房东保单失效。 If you are a tenant for a property, you must speak with the landlord before hosting, as the arrangement may invalidate the landlord's insurance.
- 若您或房东的保险公司拒绝承保，请及时联系其他保险公司获取新报价。 If your or your landlord's insurer refuses to continue with the current policy, you are encouraged to seek quotations from other providers.

8. 网络安全与使用要求 | ONLINE SAFETY & IT REQUIREMENTS

- 为未满18岁的学生提供的 Wi-Fi 必须开启安全过滤, 屏蔽有害网站(如成人、暴力、极端、或VPN代理等)。Wi-Fi for students under 18 must have a safety filter to block harmful websites (e.g. adult, violent, extremist, or VPN/proxy sites).
- 家庭网络需保持基本防火墙或家长控制功能开启。Keep a basic firewall or parental control switched on in your home internet.
- 尊重学生隐私, 但如发现网络欺凌、不安全接触或绕过过滤的行为, 请立即告知我们。Respect the student's privacy, but let us know straight away if you notice cyber-bullying, unsafe contacts or attempts to bypass the filter.

9. 出行与交通 | TRANSPORT & TRAVEL

- 如果用车接送学生, 需具备商业保险和车辆合格文件。保存记录。Car use: if you drive the student you must hold business-class insurance and roadworthy vehicle documentation. Keep copies on file.
- 儿童安全座椅和安全带必须符合法律要求, (详情参考请查看 <https://www.gov.uk/child-car-seats-the-rules>)。Child-seats / seat-belts: comply with UK law (see <https://www.gov.uk/child-car-seats-the-rules>) .
- 出租车或公共交通可由道坦图安排。Taxis & public transport: SmartPath will book where necessary.

学生在寄宿期间离家安排 | STAYING AWAY FROM THE HOMESTAY

- 学生如需外出或前往其他城市, 必须提前告知寄宿家庭及道坦图; 如涉及过夜安排, 必须事先获得道坦图确认及家长同意。Students must inform the host family and SmartPath in advance if they wish to go out independently or travel further afield. Any overnight stay elsewhere must be approved in advance by SmartPath and parents.
- 年满 16 岁的学生, 如需自行或与朋友外出(包括在本地活动), 必须提前告知寄宿家庭及道坦图。Students aged 16 and over must inform their host family and SmartPath if they wish to go out independently or with friends in the local area.
- 如学生未按约定时间返回或无法联系, 寄宿家庭必须立即通知道坦图。If a student fails to return at the agreed time or cannot be contacted, the host family must inform SmartPath immediately

10. 学生关怀与心理健康 | STUDENT WELFARE & MENTAL HEALTH

- 每天与学生聊一聊，特别是在放学或外出回来之后。Check-in with the student daily – especially after school or trips.
- 如果发现学生有思乡、焦虑、自残或身体不适的迹象，请立即联系我们。If you notice signs of homesickness, anxiety, self-harm or illness, notify the DSL immediately.
- 药物需上锁保存，除非我们书面确认学生可自行保管。Keep prescribed medication locked, unless (we confirm in writing) the student can self-administer.
- 若有个人健康护理计划，请严格遵守。Follow any Individual Healthcare Plan provided.

11. 费用与报销 | PAYMENTS & EXPENSES

- 寄宿费用：学生离开后 10-15 天内通过银行转账支付。Hosting fee: paid by BACS within 10-15 working days after each stay at the agreed nightly rate.
- 额外费用(如一日游、洗漱用品)：需提前获批，并提供收据。Extras (e.g. day trips, toiletries): only with prior consent from SmartPath or parents, supported by receipts.

12. 沟通与汇报 | COMMUNICATION & REPORTING

以下情况发生时，必须及时告知我们 | Please contact us immediately if:

1. 学生生病，受伤或情绪极度低落。The student is taken ill, injured or distressed.
2. 您获悉任何有关学生安全保障的疑虑或违反本手册规定的情况。You become aware of safeguarding concerns or breaches of this handbook.
3. 您的家庭中有任何成员迁入，迁出或经常性留宿过夜。Anyone moves in/out of your household or stays regularly overnight.
4. 您计划外出过夜或无法履行监护职责。You plan to be away overnight or unable to supervise.

非紧急事宜，请发送邮件至 info@daotantu.com ;我们力争在一个工作日内予以回复。For non-urgent matters email info@daotantu.com ; we aim to reply within one working day.

13. 家访与年度审核 | INSPECTIONS & ANNUAL REVIEW

我们每年至少会进行一次上门家访，必要时也可能安排远程检查。您需要配合 SmartPath、AEGIS 检查员以及地方政府的私人寄养团队（如适用）。SmartPath must visit you at least once every 12 months (additional remote checks may be arranged). You agree to: Cooperate with SmartPath, AEGIS inspectors and – where applicable – Local Authority private-fostering teams.

请在家中保存一份签署并注明日期的手册。Keep a copy of this handbook signed and dated on site.

14. 私人寄养(PF)指南 | PRIVATE FOSTERING (PF) GUIDANCE

如果您接待 未满16岁(或有残疾的未满18岁) 学生，且寄宿时间 连续28天以上，法律要求我们和您必须提前至少6周通知当地政府(不足6周则需立即上报)。道坦图会指导您完成相关流程。If you host a student under 16 (or under 18 with a disability) for 28 consecutive days or more, the arrangement is classed as private fostering. By law we (and you) must notify the Local Authority at least six weeks in advance (or immediately if less notice). We will guide you through the PF assessment.

15. 安置关系结束 | ENDING A PLACEMENT

如果发生严重违规或安全风险，SmartPath 有权立即结束寄宿并接走学生。其他情况下，任何一方都可以提前14天书面通知结束寄宿。If serious breach or safeguarding risk occurs, SmartPath reserves the right to remove the student with immediate effect. Otherwise, either party may terminate hosting with 14 days' notice in writing.

16. 儿童保护政策 | CHILD PROTECTION

学生保障政策 | SAFEGUARDING POLICY

道坦图深知我们负有法律与道德的双重责任，务必保障所有受托儿童的安全。我们将保护措施置于一切工作的核心，着力营造让学生感到安全、受重视且敢于直言的环境，并确保他们知晓自己必将获得倾听与支持。SmartPath UK Guardianship recognises our statutory and moral duty to safeguard all children in our care. We place safeguarding at the heart of everything we do, creating an environment where students feel safe, valued and confident to speak out, knowing they will be listened to and supported.

如有任何安全担忧，请联系学校老师，或直接联系本机构的指定安全负责人 (DSL) 或办公室经理。If you have any safeguarding concerns, please contact a teacher at school, or our Designated Safeguarding Lead (DSL) / Office Manager.

主要安全保护联系人 | KEY SAFEGUARDING CONTACT DETAILS

| Role | Name | Telephone Number | Email |
|---|----------------|-------------------|--|
| Designated Safeguarding Lead (DSL) | Victoria Chang | +44 020 3880 8008 | guardian@daotantu.com |
| Deputy Designated Safeguarding Lead (DDSL) | Kamila Zhao | +44 020 3880 8008 | kamila@hamptoneducation.org |
| SmartPath UK Guardianship 24-Hour emergency contact | Victoria Chang | +44 078 4711 4034 | guardian@daotantu.com |
| LSP | | +44 020 7332 3621 | children.duty@cityoflondon.gov.uk |
| LADO | | +44 020 7332 1215 | lado@cityoflondon.gov.uk |

反极端化政策 | PREVENT / ANTI-RADICALISATION

保护学生免受极端主义和激进化影响。极端化的迹象包括孤立、愤怒、受压迫感或网上接触仇恨团体。若发现自己或他人有类似情况，请立刻告知坦图或拨打ChildLine 0800 1111。Signs of radicalisation include isolation, anger, feeling oppressed, or exposure to extremist groups online. If you notice these in yourself or others, report immediately to SmartPath or call ChildLine at 0800 1111.

为保护学生免受极端主义与激进思想侵蚀。To protect students from extremism and radicalisation.

执行措施 | Actions Taken

- 所有员工和寄宿家庭接受 Prevent 培训，识别风险迹象
Work with parents, schools, and local authorities to support students
- 定期进行风险评估，确保学生环境安全
Regular risk assessments to keep environments safe

- 建立汇报机制，疑虑立即上报 DSL

A clear reporting system where concerns go straight to the DSL

- 与家长、学校、当地机构合作，确保学生获得正确支持 Work with parents, schools, and local authorities to support students

详见《SmartPath防极端化政策》，请访问官网获取：<https://smartpathuk.com/手冊與政策/>。

Further information on Prevent/Radicalisation can be found in the SmartPath Prevent Policy.

You can find this on our website at: <https://smartpathuk.com/手冊與政策/> .

英国政府提供了一门免费的 Prevent(反极端化)线上课程(约 45 分钟)。我们诚挚地邀请您完成课程，并在完成后将结业证书发送给我们。课程链接：

<https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html>。The UK Home Office provides a free Prevent (anti-radicalisation) online course (around 45 minutes). We kindly ask you to complete the course and send us your certificate upon completion. Course link:

<https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html>.

投诉政策 | COMPLAINTS

道坦图深知学生、教职工、合作学校、家长及寄宿家庭可能提出合理关切或正式投诉。我们鼓励相关方将这些问题告知我们的工作人员，以便通过协同合作及时解决，从而持续提升我们的服务质量。SmartPath UK Guardianship recognises that there may be legitimate concerns or complaints from students, staff, schools, parents or homestays relating to SmartPath UK Guardianship. As a company we encourage these concerns or complaints being made known to SmartPath UK Guardianship staff so that they can be addressed in partnership with us, and we can continuously improve our service.

投诉处理流程 | Complaints Procedure:

1. 非正式处理 Informal Stage
2. 正式处理 Formal Stage
3. AEGIS介入 Stage 3: Referral of the matter to AEGIS

详情请参阅《[SmartPath投诉政策](#)》，您可通过官网获取完整文件。Further information on Complaint Procedure can be found in the [SmartPath Complaint Policy](#). You can find this on our website.

反欺凌政策 | ANTI-BULLYING

道坦图重视学生的身心健康。我们承诺为所有学生提供一个安全、友善和包容的环境，并鼓励学生、家长、寄宿家庭和员工及时报告任何欺凌担忧，以便我们迅速采取行动，保护学生并改进服务。SmartPath UK Guardianship values the wellbeing of all students. We are committed to providing a safe, friendly and inclusive environment, and we encourage students, parents, homestays and staff to report any concerns about bullying so that we can act quickly to safeguard students and improve our service.

政策目的 | The Purpose of this Policy:

- 帮助预防欺凌行为，确保学生在我们的照顾下免受欺凌。To help prevent bullying from happening to students in our care.
- 在欺凌一旦发生时，尽快制止，并确保所有相关人员得到所需支持。To make sure bullying is stopped as soon as possible if it does happen and that those involved receive the support they need.

向所有教职工、寄宿家庭、志愿者、学生及家长提供相关信息，以明确大家在预防和处理欺凌方面应当采取的行动。To provide information to all staff, homestays, volunteers, students and their parents about what we should all do to prevent and deal with bullying.

若您对受托学生有任何疑问，请立即联系SmartPath监护团队。If you have any concerns about a student in your care, please contact SmartPath immediately.

反欺凌专项负责人 | Nominated anti-bullying lead

Name: Victoria Chang email: guardian@daotantu.com

监护与儿童保护专项负责人 | Designated lead for safeguarding and child protection

Name: Victoria Chang email: guardian@daotantu.com

英国防止虐待儿童协会求助热线 | NSPCC Helpline: 0808 800 5000

更多反欺凌相关细则，请参阅《[反欺凌政策](#)》全文。Additional information relating to bullying can be found in our [Anti-Bullying Policy](#).

学生失联应急流程 | MISSING STUDENT

若发生学生无故缺席或任何影响安全的情况，必须立即向道坦图报告。如学生未按预期抵达，须即刻通知我们，我们将采取一切必要措施确保其安全。Unexplained student absences or any situation affecting student safety must be reported to SmartPath UK Guardianship immediately. If a

student does not arrive as expected, you must inform us at once and we will take all necessary steps to ensure their safety.

有关学生失联处理流程的详细信息, 请参阅官网专项说明:

<https://smartpathuk.com/wp-content/uploads/2026/01/SPUKG-学生失联处理.docx.pdf>

Additional information relating to the missing student procedure can be found on our website at:

<https://smartpathuk.com/wp-content/uploads/2026/01/SPUKG-Missing-Student-Procedure.docx.pdf>

网络安全防护指南|ONLINE SAFETY

学生应享有互联网接入条件(优先提供无线网络), 该资源主要应用于学业需求及假期期间与亲友联系。Students are expected to have access to the internet, preferably wireless. This should primarily be used for academic work and to stay in touch with family and friends during holiday periods.

鉴于无限制网络访问可能对青少年产生潜在风险, 为最大限度保障学生权益, 我们建议寄宿家庭实施网络管理。最有效的方式是在家庭网络中设置过滤系统以控制网站访问权限。具体设置方法请参阅以下指南: However, unrestricted internet access can pose risks to young people. In the best interests of students, we advise host families to put limits in place. The most effective way is by setting up a filtering system on your home internet to control which websites can be accessed. The following article explains how to do this:

<https://saferinternet.org.uk/online-issue/parental-controls>

学生均接受过学校及道坦图提供的网络安全指导。应做到: 不向陌生人透露个人信息或照片、不回复恶意信息、不泄露密码。若寄宿家庭发现异常情况, 请立即通知我们。Students receive online safety guidance at school and from SmartPath UK Guardianship. They should not share personal details or photos with strangers, respond to unkind messages, or give out passwords. If hosts have concerns, please inform us immediately.

道坦图有《[网络安全政策](#)》, 您可通过官网查阅全文。SmartPath has an [Online Safety Policy](#) which you can find on our website.

道坦图政策与程序手册 | SMARTPATH POLICIES AND PROCEDURES

政策与程序完整清单详见：<https://smartpathuk.com/手冊與政策/>。A full list of the policies and procedures can be found at: <https://smartpathuk.com/手冊與政策/>.

- 监护与儿童保护政策 | Safeguarding and Child Protection Policy
- 安全招聘政策 | Safer Recruitment Policy
- 内部举报人保护政策 | Whistleblowing Policy
- 福利健康安全申明 | Welfare Health and Safety Statement
- 学生行为守则 | Student Behaviour Code of Conduct
- 寄宿家庭行为规范 | Homestay Behaviour Code of Conduct
- 隐私声明 | Privacy Notice
- 网络安全政策 | Online Safety Policy
- 学生失联处置程序 | Missing Student Procedure
- 低风险关切处理政策 | Low Level Concern Policy
- 紧急事件处理程序 | Emergency Procedure
- 投诉处理政策 | Complaint Policy
- 反极端化政策 | Anti-Radicalisation Policy
- 反欺凌政策(含网络欺凌) | Anti-Bullying (including Cyber Bullying) Policy
- 数据保护政策 | Data Protection Policy

17. 声明 | DECLARATION

我/我们已阅读并理解本手册，同意遵守其中的规定和行为守则。I/We have read, understood and agree to comply with this handbook and SmartPath's Code of Conduct.

| 主要监护人姓名 Primary Carer Name | 签名 Signature | 日期 Date |
|-------------------------------|-----------------|------------|
| | | |

感谢您为我们的学生提供一条通往成功的安全之路 — 道坦图 UK 学生监护

Thank you for giving our students a safe road to success – SmartPath UK Guardianship