



## HOMESTAY HOST TERMS AND CONDITIONS

### – HOSTING YOUNG LEARNERS (17 AND UNDER) ATTENDING COASTLAND COLLEGE

#### Essential Requirements

1. I understand the law requires me to complete a Fire Risk Assessment of my property when I accommodate paying guests. I will provide a copy of this to Homestay and Venture Breaks (HS&VB).
2. I am responsible for ensuring a Gas Safe registered engineer checks my gas appliances annually, and I will provide a copy of my Landlord / Homeowner Gas Safety Record to HS&VB every year.
3. I have one working smoke alarm on each floor of my property and I will demonstrate to the Assessor that these are in good working order. I also understand it is essential I have a carbon monoxide detector where wood or coal or similar stoves are used. I am also required by law to check that alarms and detector (if applicable) are in working order on the first day of a visitor's arrival.
4. I understand I am responsible for providing HS&VB with 2 references in order for new hosts from 2019 onwards to comply with British Council standards.
5. I am responsible for my own tax arrangements (renting out rooms comes under the “rent a room” scheme ([www.hmrc.gov.uk](http://www.hmrc.gov.uk)) and notifying any relevant benefits office should I be in receipt of benefits.
6. I am aware that to comply with British Council standards and with the HS&VB DBS Policy in respect of the safeguarding of under-18s, all members of the household aged 18 years and over will require to be included in a complete household DBS check, or to have their own individual checks in place prior to the arrival of the students being in my care; I will also vouch for all other adults having access to my home via a self-signed declaration.
7. I am responsible for following the safeguarding process as outlined in HS&VB Safeguarding Children and Young People Policy; I will provide HS&VB with a signed copy of the policy. I also understand that, if I wish to understand more about safeguarding, I can take the online Safeguarding Level 1 course as recommended by HS&VB and the British Council. <https://accreditation-uk.english.britishcouncil.org/>
8. I understand I am advised to access the free Prevent e-learning training [www.elearning.prevent.homeoffice.gov.uk](http://www.elearning.prevent.homeoffice.gov.uk) (→New Users → South West → Education (further) → English Language Schools → Carers). I also understand I have a responsibility to read and comply with HS&VB's Prevent Policy.
9. I understand and accept that there are no longer any legal restrictions if I or any other person in my household develops any symptoms of Covid-19. If my young learner tests positive for Covid-19, however, they are advised to stay at home and avoid contact with others for 5 days or to comply with whatever UK Government guidelines are in force at the time. I understand that during any period of isolation that may be necessary, HS&VB will continue to support my young learner's educational needs and general well-being, as necessary.
10. I am aware I have a responsibility to familiarise myself and comply with the HS&VB Quality Allocation of Visitors Policy before I can host any visitors.
11. I am responsible for ensuring any vehicle used for transporting my young learners between home and centre complies with UK motoring requirements, and that any driver transporting my young learners is qualified and safe to do so.
12. I am responsible for my own insurance and I will check that my household insurance policy covers us for hosting young learners, as well as for accidental breakage, damage by fire and water, and liability cover.
13. I understand HS&VB is not responsible for damage to people, property or belongings; any such damage caused by a young learner is the responsibility of the young learner's parents or guardian. I will report any damage caused by the young learners to HS&VB as soon as possible after the event. HS&VB will fully support the process of reparation. I understand that only in exceptional cases can something be done after the young learner has returned home.

#### Accommodation Requirements

14. My home is clean, tidy and presentable, inside and out, and I pay particular attention to cleanliness in my kitchen, bath/shower rooms and toilets. I also confirm that items involving direct contact with young learners will always be clean and in good repair, such as – bedding, linen, mattresses, towels, flooring, seating, crockery, cutlery, glassware, kitchen utensils and equipment.
15. Any current decorating or renovations will be completed or tidied up while young learners are visiting and I will keep HS&VB notified of any changes to my property.
16. I understand that I will use the bedrooms that have been assessed at the time of visiting. My rooms are of a reasonable size with adequate heating and natural light; additionally, I will make study facilities available for my young learners. I understand that double beds may not be used for more than one young learner unless otherwise agreed with HS&VB.
17. My bedrooms are equipped with sufficient hanging and drawer space for the number of occupants, and good quality curtains or blinds.
18. I understand that waterproof mattress protectors are advised for all visitors; I will change the bed linen and towels once a week and young learners will have use of bathroom/shower daily. I agree to give young learners regular access to laundry facilities by including them in my weekly wash.
19. Personal family belongings will be removed as much as possible and wardrobes and drawers will be emptied prior to, and during, the young learner's stay. I accept responsibility for any items left in the rooms.

## Relationship Requirements

20. HS&VB will manage all bookings, liaising with me and confirming any agreed bookings, and HS&VB will handle all monies and will make direct payment into my nominated bank account on the last Friday of each month in arrears. I will not take money directly from young learners or discuss payment with them.
21. Part of the young learner experience is inclusion in a family unit and I confirm that we will involve young learners in conversation and family life as much as their programme allows; we will ensure that only English is spoken in our home. We will respect their cultural differences and be sensitive to their needs. We will also explain our ground rules to our learners.
22. We are required to provide young learners with balanced and appropriate meals as indicated on the Allocation Confirmation and they will eat as part of the family. If it is not always possible for the family to eat together, at least one member of the family will always sit with them for their meal.

Sample Menu Suggestions (guideline only):

Breakfast – Bowl of cereal, fruit juice, toast, tea/coffee

Packed Lunch – Sandwiches/rolls, crisps, fruit, chocolate biscuit, soft drink and / or fresh water, initially in sealed bottle that can be topped up from bottled water daily (not tap water)

Evening Meal – Meat or fish with vegetables/pasta-based dish, hot or cold dessert/fruit/cheese, a cold drink
23. If I have any problems or concerns with my young learners, I will discuss these with HS&VB who will work with me to resolve any difficulties.
24. I understand that, if any student engages in an illegal or criminal act, I must report this to HS&VB in a timely way. I also acknowledge that HS&VB expects me to uphold their policies.
25. If a young learner becomes ill, I will report this to HS&VB; if a doctor's appointment is necessary, I will make the appointment with my family doctor and inform HS&VB of the details. In an emergency I will use the emergency services and then inform HS&VB.
26. My young learner must come home at night by 10pm on weekdays, and at 11pm at weekends (Friday and Saturday), or as close to these times as the local bus allows, unless I am otherwise informed
27. I understand that the majority of young learners communicate with home via mobile phones and I will make the Wi-Fi code available to them. I understand that it is my responsibility if young learners use my landline; I will take care that young learners do not run up a bill on my account whilst balancing this with the needs of young learners to contact home.
28. If I have concern about my young learners' pocket money, I will discuss this with HS&VB. I will not lend money to young learners, nor will I allow the young learners' parents to send money by post or transfer funds to my bank account as I realise this could leave me in a vulnerable position.
29. I am aware that my young learners are in a new cultural environment and will advise them on taking responsibility for their valuables. I confirm that we will keep family and personal valuables out of sight.
30. I will facilitate my young learner attending Coastland College according to their timetable, and will provide a home environment that supports their studies. I am also responsible for making the necessary arrangements to ensure my young learners reach school or programme on their first day. I will support them in any and all activities.
31. I understand that Coastland College consider me to be the young learner's next of kin during their stay; if there is an issue with their work, for instance, with their attendance or progress, I understand the young learner's tutor will contact me. I also understand I may be invited to attend parents' evenings with my young learners in order to support them in their studies.
32. I agree to participate with HS&VB and my student in the termly Homestay Review, and to work with HS&VB to identify successes and areas for improvement.
33. I understand there should never be more than one young learner of each nationality in the house at the same time except when two (or more) ask to share, and this will be made clear to me at the time of booking. If I have young learners from another organisation in a separate room I understand that they must be of a different native tongue and that four is the maximum number of young learners allowed in my home at one time; nor may I host individuals 18 years old or older at the same time as 17 years old or younger. I understand that HSVB must be fully aware of the circumstances in which their young learners are placed in order to maintain regulatory standards.
34. In the event of a young learner's cancellation, I understand that HS&VB will provide as much cancellation/postponement notice as possible and that replacement young learners will be offered if available. Compensation may be offered in the event of a last-minute cancellation dependent on the circumstances at the time of cancellation.
35. It may be that, following discussion, it is agreed between HS&VB, myself and/or the young learners, that alternative arrangement be made for the young learners. I understand that, in this situation, any payment that has been paid to me for nights where I am no longer hosting must be returned to HS&VB.
36. I will advise HS&VB of any relevant changes to my home, or the occupants of my home, that affect the details I confirm at the Home Visit or biennial Revisit.

**I understand and confirm that I agree to comply with all the terms and conditions detailed above:**

Name.....Signature.....Date.....