

HOMESTAY HOST TERMS AND CONDITIONS

– HOSTING LEARNERS (18 AND OVER) 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) and notifying any relevant benefits office should I be in receipt of benefits.
6. 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 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 learner's educational needs and general well-being, as necessary.
7. 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.
8. I am responsible for ensuring any vehicle used for transporting my learners between home and centre complies with UK motoring requirements, and that any driver transporting my learners is qualified and safe to do so.
9. I am responsible for my own insurance and I will check that my household insurance policy covers us for hosting learners, as well as for accidental breakage, damage by fire and water, and liability cover.
10. I understand HS&VB is not responsible for damage to people, property or belongings; any damage caused by a learner is the responsibility of that individual. I will discuss any damage caused by the learners with HS&VB as soon as possible, and understand that they will fully support the process of reparation. I understand that only in exceptional cases can something be done after the learner has returned home.

Accommodation Requirements

11. 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 learners will always be clean and in good repair, such as – bedding, linen, mattresses, towels, flooring, seating, crockery, cutlery, glassware, kitchen utensils and equipment.
12. Any current decorating or renovations will be completed or tidied up while I am hosting and I will keep HS&VB notified of any changes to my property.
13. 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; I understand that double beds may not be used for more than one learner unless otherwise agreed with HS&VB.
14. My bedrooms are equipped with sufficient hanging and drawer space for the number of occupants, and good quality curtains or blinds.
15. I understand that waterproof mattress protectors are advised for all visitors; I will change the bed linen and towels once a week and learners will have use of bathroom/shower daily. I agree to give my learners regular access to laundry facilities by including them in my weekly wash or showing them how to use the washing and drying facilities independently.
16. Personal family belongings will be removed as much as possible and wardrobes and drawers will be emptied prior to, and during, the learner's stay. I accept responsibility for any items left in the rooms.

Relationship Requirements

17. 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 learners or discuss payment with them.

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18. Part of the learner experience is inclusion in a family unit and I confirm that we will involve 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.
19. For learners who have booked full or half board accommodation, we are required to provide 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, and a cold drink
20. For learners who have booked self-catering accommodation, we are required to provide the learner with space in a cupboard for dry foods, and space in the fridge and freezer for chilled and frozen foods. We undertake to familiarise our learner with the local supermarkets.
21. If I have any problems or concerns with my learners, I will discuss these with HS&VB who will work with me to resolve any difficulties.
22. 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.
23. If a 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.
24. I confirm I will give my learner a front door key for their use. I understand they are responsible for my key during their stay, and for returning it to me on their day of departure.
25. I understand that my learners are required to respect the night time needs of the household with regard to coming home in the evenings.
26. I understand that the majority of 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 I allow my learners to use my landline; I will take care that my learners do not run up a bill on my account whilst balancing this with the needs of learners to contact home.
27. I will not lend money to my learners, nor will I allow their parents to send money by post or transfer funds to my bank account as I realise this could leave me in a vulnerable position.
28. I am aware that my 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.
29. I will ensure my learner is able to access Coastland College on the first day of their studies, and will provide a home environment that supports their studies at home; I will also support them in any and all activities. I recognise that Coastland College will liaise directly with my learner, and will not contact me unless my learner gives them permission to do so.
30. 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.
31. I understand that, in order to comply with British Council requirements, I may not host young learners who are 17 years old or younger at the same time as I am hosting learners who are 18 years and over. I understand that HS&VB must be fully aware of the circumstances in which all their learners are placed in order to maintain regulatory standards.
32. In the event of a learner's cancellation, I understand that HS&VB will provide as much cancellation/postponement notice as possible and that replacement 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.
33. It may be that, following discussion, it is agreed between HS&VB, myself and/or the learners, that alternative arrangement be made for the 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.
34. 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.....

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