



QUALITY ALLOCATION OF VISITORS POLICY

The purpose of our policy is:

- To ensure our practice complies with the recommendations of the British Council, and the requirements of Homestay & Venture Breaks, in order that our Hosts are consistently legal and safe for visitor allocation
- To ensure that every Host meets the regulatory industry standards we require for the safe hosting of our visitors, particularly those under the age of 18 years

We will do this by:

- Advertising our regulatory requirements on the Hosting page of our website
- Communicating our regulatory requirements in all our correspondence and discussions with prospective new Hosts
- Ensuring prospective Hosts understand the need to produce the regulatory requirements, or to demonstrate they are in progress, at the time of our visit to determine suitability for hosting
- Requiring that registered Hosts update us on an annual basis where relevant
- Applying the terms of this policy in the event of a Host not producing any part of the required regulatory evidence
- Ensuring Hosts understand we do not allocate students until 100% regulatory evidence is in place, or agreed to be in progress, unless there is an emergency placement requirement in which case allocation will be made at our discretion

We will require the following documents prior to hosting of any visitors by the new Host:

- Terms & Conditions (signed)
- 2 References
- DBS for all adults in the household
- Fire Risk Assessment (completed)
- C&YP Safeguarding Policy (signed)
- Declaration in relation to the Children's Act (signed)
- Data Protection Policy (signed)

We will require the following additional documents to be in progress prior to hosting of any visitors by the new Host:

- Gas Safety Certificate (updated annually)

In the event of non-compliance our policy is to take the following actions:

1. Issue 2 verbal and 2 written requests
2. Set a deadline
3. Personal visit to the Host and new deadline set



4. Exclusion from Host register

HS&VB upholds confidentiality at all times by:

- Storing confidential information in a locked filing system at the company registered office
- Sharing information about children, young people, staff, volunteers and families on a clearly identified and agreed need to know basis