

The Bournemouth and Poole College
*Agreement for
Host families*



Agreement between The Bournemouth and Poole College and Homestay Providers

Recruitment and DBS Check

Once you have been selected as a host family for Bournemouth and Poole College, we will need to complete some checks before we can start placing students with you. We will visit you in your home and do an inspection on your home to make sure it is suitable to house our students. We will also go through some Safeguarding training with you. We will also require certain documents before we can start placing students which are detailed. Once you have been recruited The College will visit you once a year to do a monitoring check on the home and also refresh on Safeguarding training.

Gas Safety Regulations 1998

Host families providing accommodation for our students are classified as landlords under the above regulations. This means all boilers, fires and central heating systems (gas) need to be installed and serviced by 'competent persons' i.e. Gas Safe registered engineers. You can learn more about the gas safety checks at www.GasSafeRegister.co.uk or call 0800 408 5500. Alternatively, please visit the British Gas Website at www.britishgas.co.uk/ or call 0800 980 6005.

We need certification to show that your gas appliances are safe. Failure to do so is breaking the law.

DBS Check

The host family will be responsible for paying the enhanced DBS fee of all individuals 18 years and over living permanently in the family. There will be a cost per person and last for 5 years.

Further to this, we require families to disclose to us any future convictions which may post-date the completion of any DBS check related to application to provide homestay accommodation at this college. Failure to do so may jeopardise any arrangement to host our students. We are not talking about 'minor' offences.

We will need to run a new DBS check every 5 years going forward. Alternatively, you can register your DBS check once you have received your certificate within 14 days. This would cost a nominal fee and will keep the check active for 1 year, meaning you can use the DBS certificate if you need one for other purposes rather than having to have a brand new check run for you. The College will pay for the first year to keep the check active, please notify the Accommodation Officer if you wish to do this.

References

All new host families will be required to provide two character references prior to becoming a host family. The references will need to be from someone who has known you for 5 years or more and could be your employer/manager, member of the community etc.

Placing students

Once we have matched a student to you, we will make contact with you to let you know their details and arrival date and time. This is usually done via a confirmation letter that will be sent out by post and by email.



Student arrivals

There is no set days and times for students to arrive. We would be grateful for your flexibility with this. Where students arrive in an organised group, we will keep you informed about the approximate time of their arrival.

Where students arrive independently, i.e. not as part of a group, they are expected to contact you directly and confirm the date and time of their arrival.

Non- arrivals

We cannot accept any financial responsibility for the non-arrival of a student. Our arrangements are made in good faith, but circumstances change which are beyond our control and the unpredictable does happen. We will, of course, try to find another student for you, as soon as possible.

Visitors Book

Any paying guest is required (by law) to enter the following information in a visitor's book: name, home address, home telephone number, passport number, date of arrival, car registration number (or motorcycle) forwarding address and signature. An ordinary visitor's book would suffice.

Minimum Stay Rule

Any booking will be for a minimum of 4 weeks with a 1 week notice period (unless the student is part of a pre organised short stay group). Any student wanting to leave their accommodation, whether over or under 18 must contact the Accommodation Officer and notify them about the intention to leave prior to doing so. Students, who are under 18, will need to come and see the Accommodation Officer and notify the host family prior to doing so. Students under 18 will require written permission from their parent/guardian before they can move out of host family accommodation.

Integration into Family Life

As a host family for our students, you accept certain responsibilities for the well- being of the students. One of the most important aspects (and the essence of a real host family experience) is integration within the host family.

We strongly believe that all of our students should be treated equally to other members of the family, and encouraged to speak English as much as possible in the family home. Since the student is a paying guest in the family, they have no particular duties or chores other than to fit in and take part in family life in the best way possible. It is the responsibility of both parties to achieve this successfully, and will require an effort from both parties.

House Rules

Families should discuss these with students at the earliest opportunity – to avoid misunderstandings. These should also include rules for guests visiting students in family homes. Families should expect students to communicate about late or non-arrival for meals.



Access to Keys

All students should be entrusted with a house key allowing them access to homestay. The College cannot take any responsibility for any loss or damage in your home through possession of this key; though if problems arise with keys, contact us.

Meal Times

Appropriate and healthy food should be offered to students. We accept that breakfast may be hectic with a busy household, but students' meals should be with the host family, and include a reasonable variety of options. Light lunches are to be provided at the weekends. We expect students to arrive on time for cooked meals and to inform you if they are not able to keep to the agreed times. A cold meal/salad could be offered if it is reasonable to do so.

For your guidance:

- Breakfast – Cooked English or Continental i.e. coffee/tea, cereals, toast etc.
- Evening meal – At least two courses e.g. meat/fish, vegetables including potatoes/rice or pasta, dessert or fruit and coffee/tea.

Facilities

Students Bedroom - The student's room ought to be clean and comfortable and to have adequate heating and lighting, with a table/desk and chair to enable the student to study. Where a desk/table is not available in the room, could you please ensure that the student can study freely and comfortably in another clearly specified area/room. This can include a separate study or dining room – provided that the student can study there without unnecessary distraction.

Laundry - One wash load per week should be included in the rent. An arrangement should be made as to whether you would prefer the student to do their own washing or whether you can provide a 'laundry service.' A change of bed linen/towels should be made once a week – this is included in the weekly payment. Students from hotter climates may well appreciate extra bedding at appropriate times, though they must understand that most homes do not have the heating on all day or at night time.

Showering - All students will need to shower/bathe daily and this facility should be provided. Agreements regarding times need to be made in busy households.

Internet - The students should have access to the internet within the homestay and they should speak to you regarding access.

Telephone - To prevent any problems of misunderstanding or misuse, please speak to your students about outgoing calls. It would be reasonable to expect the student to receive incoming calls at acceptable times without preventing your own use of your telephone. The College does not hold any responsibility for the students making calls on your telephone landline.

Curfews

There are occasions (with students under 18) when their own families are happy for them to stay out very late. This is not acceptable to us. Host families and The College will agree the



times and students should keep to these times. IT IS ABSOLUTELY VITAL, AND A CONDITION OF TAKING ONE OF OUR STUDENTS, THAT YOU REPORT ANY NON-COMPLIANCE TO US. YOUR CO-OPERATION IS IMPORTANT.

Curfew times advised by the College

16 years of age- 21:00hrs.

17 years of age- 22:00hrs.

Home Alone

We are aware that, on some occasions students may be allowed to stay alone in your home. This should not be allowed to happen with students under the age of 18 under any circumstances and if you are not available, we will need to be made aware of any arrangements which may involve further DBS checking of anyone who will be involved in supervision of any 'child'.

In respect of students over the age of 18, these arrangements may be made but it is at your own risk and you must inform the Accommodation Officer.

Attendance/ Illness

We would expect you to check with us over attendance issues and inform us if a student is ill. There needs to be a close liaison with The College so that any student problems may be identified early and resolved quickly. Many of our students have visas in their passports which require them to attend class and make progress, so unauthorised absence is a serious issue for students.

Payment

There are three different payment methods:

Payment Method	Information
Direct	Student will pay host family when they arrive. A payment of 4 weeks rent should be paid along with 1 weeks deposit. This payment should be carried on through students stay with host family and at a time agreed with host family. It is essential a receipt is given to each party, confirming the payment made.
College pays first 4 weeks	Students may initially pay the college for the first 4 weeks accommodation. The College will then transfer this across to the host family at the next payment date. After the first 4 weeks, the student must begin to pay the host family on a weekly/monthly basis. It is essential a receipt is given to each party, confirming the payment made.
College pays for full term of accommodation	Students may decide to pay the full cost of accommodation for the duration of their stay at a Host Family to The College. The College will transfer this amount on a 4 weekly basis to the host family as per the payment calendar given to all host families.

The College will advise you of how each of your students will be paying you. This information



will be detailed on your confirmation letter.

The current rate will be explained to you and are advertised on our website.

(<http://www.thecollege.co.uk/student-services/accommodation>) Any student staying with a host family during the Christmas holidays (2 weeks) and the Easter holidays (2 weeks) must pay an additional fee per week. If the student is going away during the holidays they can pay a retainer fee per week to keep the room. If students leave earlier than the official holiday and/or return later they have to pay the full rate.

Termination of Accommodation

The College generally instructs the students that they are expected to stay in their homestay for the minimum of four weeks. If a student leaves before the end of this period without giving sufficient notice, they may forfeit their deposit as well as their payment for the first four weeks' stay. The college reserves the right to move a student for their well-being without a notice period.

We advise students to give one week's notice of leave to host families. This is also the same period of notice we expect host families to give to students. It is on these occasions that the records of payments and receipts given, may be important, especially in any dispute.

Insurance

BPC is not responsible for any breakage or damage caused by the student. It is essential that you arrange adequate insurance to cover such contingencies.

Please inform your household insurers that you have students staying with you in your family home. Failure to inform your insurers could have serious consequences.

Issues

These will always happen and are often misunderstandings arising from cultural differences. We ask you please to be reasonably sensitive to the needs of the student. It will require an effort from family and student to make things work amicably.

If any difficulties do arise, please try to resolve them directly with the student. You can involve us if the dialogue is not working, or a serious issue arises.

Looking After Children

If you agree to accept a student under the age of 18, you are agreeing to look after a 'child'. All members of the household (over the age of 18) will be required to give consent for a DBS (Disclosure and Barring Service) check.

We must comply with OFSTED (Office for Standards in Education) regulations. We are inspected every 3 years by Ofsted. This means your home may be visited by an Ofsted Inspector.

Child Protection

The College has a statutory duty under the Education Act of 2002, to provide for and safeguard the welfare of children. With regard to host families, we are committed to ensuring a safe environment in which young people can live and study whilst they are at College.

The College has designated Safeguarding Officers, who may be contacted during



college hours by anyone having concerns about a young person who attends this college.

Safeguarding Team contact details during College opening times:

North Road	07714 851103
Lansdowne	07774 974781
Fulcrum	07528 364120
LCH	07816 549536

Out of Hours Emergency Contact- 07710 533499

Concerns for Host Families

Where you, the host family have issues or concerns about a 'child' who attends this college and is accommodated by The College, your initial point of contact will be the Accommodation Officer.

Complaints by Host Families

If, for any reason, you are dissatisfied with the care/ welfare support provided by The College and, after having given us the chance to rectify the matter, you are dissatisfied, you can approach OFSTED directly. You can also view the National Minimum Standards at www.ofsted.gov.uk their contact details are:

Telephone:	0300 123 1231
Email:	enquiries@ofsted.gov.uk

Emergencies

The emergency procedure is to be implemented only when a situation arises which needs to be resolved prior to the next working day.

Typical examples of this would include student hospitalisation, physical abuse, or situations where the next of kin need to be informed for consent requirements.

Accommodation Officer contact details

Monday to Thursday (Excluding Bank holidays):	08:30 – 17:00 hours
Friday (excluding Bank holidays):	08:30 – 16:00 hours
Telephone:	01202 205317
Email:	studentaccommodation@bpc.ac.uk

The emergency number should only be used in a serious emergency and outside of normal College office hours. The emergency number is 07710 533499.



