

## **Homestay Host Code of Conduct**

### **The homestay host agrees to:**

1. Host no adult students whilst hosting a minor student. Adult students are classed as 18+ and minors under 18.
2. Provide a clean and tidy home with rules and structure for the student.
3. Provide a safe, secure and private bedroom with suitable storage space for their belongings, facilities for study i.e. desk, chair and internet connection, and adequate lighting.
4. Offer a balanced, substantial breakfast and evening meal during week days and half term, and a light, balanced lunch on weekends and during Easter and Christmas holidays. Make any arrangements for extra snacks clear to your student upon their arrival.
5. Allow your student access to bathroom facilities, and laundry if applicable, and all communal family areas of the home.
6. Provide towels, sheets and blankets, as well as other domestic utensils, i.e. plates and cutlery and facilities to prepare and store lunches.
7. Provide key(s) and/or alarm password(s) to allow your student free access to the home.
8. a) Give your new student a general tour of the local area and facilities available, such as the public transport system and local shops, as well as:  
b) Show your student how to get to and from College from your home, either by foot, car or bus- preferably using the mode of transport they will be using to attend College. If possible, accompany them on their first day of College, or send them with their host sibling if applicable.
9. Notify the International Office of College as soon as possible of any significant changes to Homestay Family circumstances, such as a family member moving back home or home renovations that will affect your student.
10. Notify the International Office of College as soon as possible if you require cover for your student. Minors under 18 years must not be left home alone.
11. Include your student in family activities and treat the student as a member of the family.
12. Support your student's attendance at school as you would your own child. Students must not be absent from College without a legitimate reason.
13. Take responsibility for the care and welfare of your student.
14. Regularly converse with your student in English and encourage their linguistic development.
15. Immediately contact the International Office if there are any concerns regarding the student's academic progress, health, or welfare.

16. a) Register your student at your doctor and dental surgeries and assist them in making appointments as necessary. Treat any emergencies as you would your own child and call 999/111. Inform the College of any appointments made at your earliest convenience.  
b) If your student has private medical insurance, their agent (if applicable) will organise a private appointment for them. Please still inform the College.
17. Ensure the College holds up to date contact and emergency contact details for everyone in your household and the student. If any contact information changes, contact us immediately.
18. Provide your student access to the use of television, computer (if they do not have their own) and internet facilities, assist with additional connections if required, and set rules and boundaries for use within the home.
19. Allow the College's designated inspecting staff member access to your home for an annual inspection.
20. Read and familiarise yourself with all policies listed in our Homestay Host Handbook issued to you.
21. Fill in all the necessary documentation to become a homestay host, including documents that require annual renewal such as Safeguarding, Gas Safety and Fire Risk Assessment.
22. Understand that the College will cover the cost of your first Update Service DBS applications, which are valid for 3 years, however you will be responsible for the renewal cost after 3 years.

## **The College agrees to:**

1. Provide the homestay host with their student's information as soon as it is available to us.
2. Provide the student's agent with their allocated homestay details prior to their arrival.
3. Advise students and their parent/guardian of the Homestay Fees per week, and charge all students in advance.
4. Deal with all payments to Hosts directly to the bank account details provided by the homestay.
5. Visit homestay homes, as required by the British Council, to carry out annual inspections to ensure continued suitability.
6. Contact homestay hosts to renew annual documentation, in line with the British Council, to ensure continued suitability.
7. Support the homestay host whenever necessary to ensure the welfare of the students.
8. Contact the homestay host as soon as a problem is brought to the College's attention regarding their student.
9. Give at least 2 weeks' notice of a student who wishes to change homestay. If 2 weeks' notice is not possible, and the move is not through the fault of the homestay host/family, 2 weeks' notice will still be paid to the host in full.

**Please sign the declaration to declare you have read and understood the Homestay Host Code of Conduct and return to the International Office.**