



## Host Family Application Form 2024

The information given on this form is confidential and only used for our records. It is subject to GDPR and the Data Protection Act 1998. Please be aware that if you are receiving benefits, we are obliged by law to disclose any payments made to host families if requested to.

Surname		Forename		Title	
Address Line 1					
Address Line 2					
Address Line 3				Postcode	
Landline		Mobile			
Email					
Partner's forename		Partner's surname			
Partner's mobile					
Your nationality		Partner's nationality			
Your work hours	Full time <input type="checkbox"/>	Part time <input type="checkbox"/>		Do not work <input type="checkbox"/>	
Partner's work hours	Full time <input type="checkbox"/>	Part time <input type="checkbox"/>		Does not work <input type="checkbox"/>	
Doctor's Surgery					

**Your household** Please include any children who visit at weekends or in the holidays **and** any lodgers

Names of all people living in the house (Including yourself)	Date of Birth e.g. 12/03/1985	Male/ Female	Relationship (E.g. Mother, Father...)	Occupation e.g. nurse/student/ unemployed

Has anyone in the house ever worked in the armed forces? Yes ☐ Name: \_\_\_\_\_ No ☐

**Type of building:** Bungalow ☐ Flat ☐ Ground floor flat ☐ House ☐ Maisonette ☐ I have a garden ☐

**Preferences – which students are you able to host? (Tick all that apply)**

All year round ☐ All nationalities ☐

If no, please specify	

Males ☐ Females ☐ Ages: 9-12 ☐ 13-15 ☐ 16-18 ☐ 18+ ☐

*(If you want to host under 18s, by signing this form you are agreeing to undergo an enhanced DBS check)*

**Have you had any...?**

Safeguard training?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, What/when?	
PREVENT training?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, What/when?	
First aid/medical training?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, What/when?	

**Can you cater for... (Tick all that apply)**

Vegetarian diet ☐ Lactose/Dairy free ☐ Gluten free/Coeliac ☐ Vegan diet ☐

Does anyone in the family smoke?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Would you host a smoker?	Yes <input type="checkbox"/> Yes <input type="checkbox"/> (outside only) No <input type="checkbox"/>
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Do you have a pet? Please tick ones that apply	Cat <input type="checkbox"/> Number/ breed		Dog <input type="checkbox"/> Number/ breed	
	Other pets:			

**Accommodation**

Total number of toilets		Number of bathrooms	
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Room available for students (Please write number of rooms in the box):

Bedroom 1	Single		Twin		Double		Triple		Ensuite	
Bedroom 2	Single		Twin		Double		Triple		Ensuite	
Bedroom 3	Single		Twin		Double		Triple		Ensuite	
Bedroom 4	Single		Twin		Double		Triple		Ensuite	

How many students could you accommodate at any one time (The max. is 4)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
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Married couples (x2 in double room) Yes ☐ No ☐

Would you be able to take a student in an “emergency”? This means a spare room that you would not normally use for a student but could offer if the school needed it for a few nights. Yes ☐ No ☐

Emergency room(s)	Single <input type="checkbox"/>	Twin <input type="checkbox"/>	Double <input type="checkbox"/>	Ensuite <input type="checkbox"/>
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Do you have any of the following for use by a student?	Wi-Fi <input type="checkbox"/>	Bicycle <input type="checkbox"/>	Bicycle storage <input type="checkbox"/>	Games console <input type="checkbox"/>
	Musical instrument <input type="checkbox"/>	Piano <input type="checkbox"/> Violin <input type="checkbox"/>	Guitar <input type="checkbox"/> Other <input type="checkbox"/>	Study/Arts Craft room <input type="checkbox"/>

Family's interests/hobbies. This gives students an idea about who they will be staying with. Please tick:

Football <input type="checkbox"/>	Music <input type="checkbox"/>	Reading <input type="checkbox"/>	History <input type="checkbox"/>	Walking <input type="checkbox"/>	Swimming <input type="checkbox"/>
Yoga <input type="checkbox"/>	Cooking <input type="checkbox"/>	Cooking <input type="checkbox"/>	Gardening <input type="checkbox"/>	Movies <input type="checkbox"/>	Surfing <input type="checkbox"/>
Running <input type="checkbox"/>	Drama <input type="checkbox"/>	Art <input type="checkbox"/>	Cycling <input type="checkbox"/>	Board games <input type="checkbox"/>	BBQ <input type="checkbox"/>
Computer games <input type="checkbox"/>	Arts + Crafts <input type="checkbox"/>	Gym <input type="checkbox"/>	Travelling <input type="checkbox"/>	Martial arts <input type="checkbox"/>	Going to the beach <input type="checkbox"/>

Other: \_\_\_\_\_

### Please write a couple of sentences about your family life

*E.g. We have two children, Ben and Sam, and have lived in Southbourne for 10 years. They are both grown up now but our granddaughter, Ella, visits most weekends. I enjoy watching rugby and Tom likes history programmes. We go for long walks with our dog, Dolly, and enjoy spending time with our friends. We love meeting people from around the world and enjoy travelling ourselves.*


Holidays or dates unavailable				
Have you hosted before?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If yes, from when? (MM/YYYY)	
If yes, which schools?				
Are you registered with/do you host for other schools?	No <input type="checkbox"/>	Yes <input type="checkbox"/>		
If yes, which schools?				

*This information is required by Southbourne School of English to enable us to make accommodation payments by BACS directly to your bank account.*

### Host family bank details

Account holder's name			
Account number			
Bank name			
Sort code			
Bank Branch			
Account holder's address (if different from home address)			Postcode

### References

We need two people who know you well to act as referees. You are not able to use a family member.

Please use at least one professional i.e. teacher, nurse, policeman, vicar, manager at work, colleague. You can use a friend or a neighbour as the 2<sup>nd</sup> referee.

### Referee 1

Surname		Forename		Title	
Address Line 1					
Address Line 2					
Address Line 3				Postcode	
Landline		Mobile			
Email*					
How long have you known your referee?		How do you know your referee?			

### Referee 2

Surname		Forename		Title	
Address Line 1					
Address Line 2					
Address Line 3				Postcode	
Landline		Mobile			
Email*					
How long have you known your referee?		How do you know your referee?			

\* Please note: We are unable to process any references without valid email addresses for both referees

### Risk Assessment – Record of Significant findings

It is the responsibility of those providing accommodation for paying guests to complete a fire safety check and provide a copy of an annual landlord's gas certificate.

Step 1: Risk	Step 2: Who	Step 3: Action taken	Step 4: Review
<i>E.g. Loose connection (plug); may trigger a spark</i>	<i>All individuals in the event of a fire</i>	<i>Check the connection and if necessary replace the plug</i>	<i>John Smith, Sept 2017</i>

Does anyone (you or another person) living in your home have any Military convictions Yes ☐ No ☐

If yes – please provide details of who received this, when they occurred and what they were

Has anyone (you or another person) living in your home ever been subject to a MARAC (Multi Agency Risk Assessment Conference) Yes ☐ No ☐

If yes – please provide details of who received this, when it was and the outcome

**\*All adults aged 16+ living at the host family's address are required to sign below.**

I/We, the occupier(s) of the address below have read and understood fully the information above. We confirm there is no legal reason why we should not accommodate foreign students under 18 years old.

Host family address	

Full names (BLOCK CAPITALS)	Signature	Date

*I have read and understood the 'Host Family handbook' and agree to the conditions therein. I give consent for Southbourne School of English to contact local authorities in case of any Safeguarding concerns within my household.*

Print name \_\_\_\_\_ Signature \_\_\_\_\_

Date (DD/MM/YYYY) \_\_\_\_\_

Please complete all sections of the application form and return it to:

[accommodation@southbourneschool.co.uk](mailto:accommodation@southbourneschool.co.uk)

## DBS Check and Child protection information for hosts accommodating under 18-year-olds

If you are hosting under 18-year-olds and do not have a valid DBS certificate (i.e. on the update service for **child workforce** for **homestay provider**), please fill in the form below. **Please bring your driving licence or passport to the office so we can take a copy.** A DBS is £44 to process which is payable by cash, cheque, and online transfer.

Everyone aged 16 and older that lives in your house must read this form, sign and date the form but the DBS information is for the **MAIN CARER** only.

### Compulsory declaration of any convictions, cautions or reprimands, warnings or bind-overs:

Do you have any convictions, cautions or reprimands, warnings or bind-overs? **YES / NO**

If your answer is YES, you must record full details and email to [kathryn@southbourneschool.co.uk](mailto:kathryn@southbourneschool.co.uk)

Having convictions does not stop you being a host but we have to do a risk assessment.

We are obliged to inform you that people are NOT permitted to accommodate children if any of the following apply:

- Anyone who has had a child removed from his or her custody by order of court
- Anyone who has been convicted of an offence against a child
- Anyone cautioned under the Nurseries and Child minders' Act 1948 or the Children's Act 1989.

Title	
Forename	
Middle name/s	
Surname	
Date of birth	
Town of birth	
County of birth	
Birth Nationality	
Mobile	
Email	
National Insurance Number	
Gender	
Surname at birth	
Surname History with year	
Forename History with year	
Current address	
At address since (MM/YYYY)	
Previous addresses and dates for last 5 years (MM/YYYY) eg 62 Hill Road Bournemouth BH4 2YP 06/2000 -09/2018	

Persons residing with you at your current address (State full name, date of birth and relationship to you)	
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**If you already have a valid DBS**, please send a scan/copy of the green DBS form when you return your application. The main carer of the household, if hosting students under the age of 18 years, will be required to provide a valid DBS check. Valid means that it can be checked on the update system and is for the correct workforce and age group.

	Yes	No
Is your DBS for hosting?		
Are you on the DBS update system?		
Do we have permission to check your DBS on-line?		
Please provide a scan or photocopy of your DBS		

**Data Protection Act and GDPR:** The information for your DBS will be stored securely and only used in relation to your DBS check. Once the check is completed, this form will be deleted.

I have read and understood the 'Host Family handbook 2023' and agree to the conditions therein.

Signed..... Date.....

## FIRE ESCAPE PLAN

\*Please complete the plan to make it relevant to your property

Host Family Name and Address:

### IF FIRE BREAKS OUT:

1. Shout "Fire" to alert others
2. Leave the building immediately via the closest clear escape route – **NEVER stay behind or stop to collect belongings**
3. Wait at the meeting point

Meeting Point:

4. If the hosts are not present:

Call the Fire Brigade:

- Dial 999
- When asked, give your phone number and request FIRE
- When the Fire Brigade answer, tell them clearly the Address:

Address:

- Wait until the address is repeated back to you correctly

### KEY LOCATIONS:

### ESCAPE ROUTES:

**DO NOT STAY BEHIND TO PUT THE FIRE OUT**

**DO NOT RE-ENTER THE BUILDING UNTIL THE HOST TELLS YOU IT IS SAFE**



## HOMESTAY RISK ASSESSMENT

<p>Please note, as homestay providers are paid to have students sleeping in their home, they are legally required to have a risk assessment to comply with safety law. This is evidence that the homestay provider has not been negligent.</p> <p>Risk assessments are for the benefit and safety of all persons staying in the property.</p> <p>Please discourage students from using candles and electric blankets.</p>	
<p>Are there any areas of concern in the homestay? e.g. live and exposed wires, trip hazards, loose stairs or bannisters, railings, blocked exits and loose carpets.</p>	
<p>Students are informed if the house has any specific features which may be hazardous e.g. balconies, steep stairs etc.</p>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Written fire escape plan</li> <li>Smoke alarms on each floor When was the last date that the smoke alarms were tested? How often do you test your smoke alarms?</li> <li>Carbon monoxide detector</li> <li>Any other fire safety devices? e.g. fire blanket/extinguisher</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/> ..... ..... <input type="checkbox"/>  <input type="checkbox"/>
<p>Number of exits: ..... Exit routes are always kept clear and not blocked.</p>	<input type="checkbox"/>
<p>Students are briefed on arrival about:</p> <ul style="list-style-type: none"> <li>Fire escape plan</li> <li>Alarms/smoke detectors</li> <li>How and when to use firefighting equipment, if applicable</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>A system in place so that the homestay will always be aware if the student is in his/her room, especially if it is locked.</p>	<input type="checkbox"/>
<p>Students are given the emergency contact number 999 and homestay personal mobile number in case the family are not at home when the emergency occurs.</p>	<input type="checkbox"/>
<p>Print name and address: .....</p> <p>.....</p> <p>Signature:..... Date: .....</p>	