

Language Teaching Centre Brighton Host Questionnaire



Personal Details:	
Surname:(you) (your partner)	First name:(you) (your partner)
Marital Status:	
Address:	
Postcode:	
Telephone Number (home):	
Mobile Number:	
Telephone Number (work):	
Email:	Do you check this regularly? Yes/No
Date of Birth: (you) (your partner)	Occupation: (you) (your partner)
Children's Names: (1) (living at home) (2) (3)	Children's Date of Birth: (1) (2) (3)
Do you have grown up children not living at home? Yes/No	
Do you have a DBS or CRB check? Yes/No If yes, which check do you have?	
Pets:	
Hobbies / Interests:	
Nationality:	Religion:
Languages Spoken:	

Home Details: Please circle the appropriate item in each of the following sections:					
Kind of residence:	house		flat		maisonette
Garden:	Yes			No	
Walking distance to school:	0-5 mins	5-10 mins	10-15 mins	15-20 mins	a bus ride
Number of rooms available:	1		2		3
Type of room(s) available:	No. of Singles		No. of Doubles		No. of Twins
Bathroom:	bath only		shower only		bath & shower
Telephone:	local calls	reverse-charge	no calls		all calls charged
Wifi Internet	Yes			No	
Smoking allowed:	Yes			No	
Smoking - details:	outside only	not in bedroom	anywhere inside	lounge/kitchen only	

Student Details: Please circle the appropriate item in each of the following sections:					
Preferences:	Male		Female		Don't mind
Length of stay:	short	long	Summer	Winter	all year
Your diet if not omnivorous:	vegetarian	vegan	Kosher/Halal	No red meat	No pork
Diets catered for:	vegetarian	vegan	pescatorian	No red meat	No pork
	celiac	lactose intolerant	nut allergy	Kosher	Halal
Are you interested in hosting Bed & Breakfast students? (They must have use of your kitchen) Yes / No					

Declaration

I declare that I have no criminal record, and there is no reason why I should not to be considered a person suitable to host students.

Name: _____

Signed: _____

Date: _____

LTC Initial Inspection Notes:
For office use only

Description:

Availability:

Holidays:

HOSTING AN LTC STUDENT

ARRIVAL & DEPARTURE

Your student is expected to arrive on a Sunday but sometimes students do arrive on a Saturday. We will let you know what day and give an approximate arrival time, normally a week before arrival. We cannot guarantee the time of arrival for students and would expect families to be at home to greet the new arrivals. The booking will always be confirmed in writing. A map and letter will also be sent to you to give to the student to help them when they arrive. It would be appreciated if you could bring your student to school on the first day at 08.45am or show them how to get here.

MULTIPLE STUDENTS

The host family is not permitted to host more than 4 students in the house or more than one student speaking any one language at the same time, unless by special request from the student or agent. British Council regulations also stipulate that students under 18 years of age must not stay in the same host family as a student over 18 years of age. Students must be allocated their own single room. Sharing is only permitted when agreed in advance.

INDIVIDUALS/GROUPS

A lot of students arrive as individuals, however many arrive as part of a group and differ as they will arrive to LTC in a coach rather than making their way directly to homestay. We would expect host families wherever possible, to come to the school to meet the students. Groups also have an activities programme prepared and we would recommend that you ask students to advise you of when they will be out and about. Also group leaders will tend to impose a night time curfew of around 22.00pm to 23.00pm which should be adhered to.

WELCOMING THE STUDENT

Most students are nervous when they arrive at your home so please do everything possible to make them welcome. If you are not sure if they understand instructions then please write things down as this is easier for them to understand. Please bear in mind that in many foreign countries please, thank you and other pleasantries are not used in the same way we use them in the UK, so please do not be offended if your student omits these social niceties – they are not being rude. Please do encourage the student to speak English as much as possible in the family home. Please do swap mobile telephone numbers with the student in case of emergency.

BEDROOM

Your student's bedroom should have a full size three foot bed, chest of drawers, wardrobe, mirror and a table or desk for studying with a chair and lamp. Bed linen and towels (bath and hand towel) should be provided and changed every week, when the room is cleaned. Please provide spare blankets or a hot water bottle in the winter months. Most students feel the cold more than we do.

MEALS

The family must provide an adequate breakfast with cereal, toast, jams and a choice of tea or coffee. Please inform the student what time the family have dinner and ensure that the meals are varied and balanced. The dinner should include chicken, meat, fish or cheese. Some students have specific dietary needs and the school will always try to inform the family of these if they are known in advance. It is a good idea to ask them what they do and don't like to eat when they arrive. We like the families to eat with students at dinner time so that they can practice their English. The student must have reasonable access to the kitchen to make tea, coffee or drinks for themselves. Please ask your student to let you know if they are not coming home for dinner.

BATHING

A daily bath or shower should be available. Please explain to your student that hot water is not free in England and what time is best for them to use the bathroom. In hot weather the student should be allowed to bath or shower more frequently. Please show them how to clean the bathroom after use.

LAUNDRY

The British Council expect host families to do at least one washing load per week for students, in addition to the weekly wash of sheets and towels. This is sometimes better than them washing their clothes in a basin and leaving them dripping wet hanging in the bedroom!

KEYS

Please provide your student with a front door key and show them how to use it!

TELEPHONE/INTERNET

As many students travel with a smartphone, tablet or laptop they nearly always want to be able to use wifi in their homestay for surfing the internet and making Skype calls. We would advise that you ensure you have adequate usage to allow for this. You may want to make a rule about limiting downloads or asking students not to download whilst they are staying with you.

HEALTH

If your student needs to see a doctor urgently there is a medical walk in centre located at 84-87 Queens Road, Brighton (next to Brighton train station) which is open from 8am - 8pm Mon – Sun (including bank holidays). LTC can register longer term students with a local surgery.

SAFETY

The British Council expect all families to have their gas appliances serviced by a Gas Safe engineer and a Gas Safety Certificate supplied to LTC. A smoke alarm should be fitted in the house. Please discourage students from smoking upstairs or out of windows as it is a fire hazard.

http://www.gassaferegister.co.uk/advice/gas_certificates.aspx

INSURANCE

Your current insurance company may not cover you if you have not informed them that you are hosting students. However, if you do advise them, they may well increase your premium. LTC accepts no responsibility for any loss or damage caused by students

NOTICE

If your student wants to change family or move to a flat then they are required to give LTC one week's notice. We will always try to replace that student with another whenever possible.

HOLIDAYS/GUESTS OF STUDENT

If you (the family) arrange to go away for one night or longer, you must inform the school.

If your student goes away for 1 week or more and they keep their room, then you can charge a retainer of £25 per week. Please do not charge more without first consulting the school as this can cause bad feelings. If you agree to have your student's friend / partner to stay, ensure that you make arrangements regarding payment before the guest arrives. The school cannot become involved in disputes over payments in cases such as these and bad feeling can be avoided by making things clear in advance.

PAYMENT

The payment for 2014 will be £125 for 7 nights for a single room on a half board basis and £112 per person per 7 nights for a shared occupancy room (this is to include bed, breakfast and evening meal). The rate for Bed and Breakfast will be £108 per 7 nights for a single room. There will be a supplement of £10 paid per 7 nights (from 15 June - 24 August).

The amount paid for hosting a student is calculated on a nightly basis, so for example if a student is booked to stay with you in a single room on a half board basis for 6 nights you will be paid £107.14 or for 13 nights £232.14.

You will be paid fortnightly in arrears via BACS directly into your bank or building society account.

INCOME TAX

Families who host students are allowed to earn the first £4,250 tax free per annum. If your student income is over this amount then you may have to pay tax on it. The school is sometimes legally required by the Inland Revenue to supply details of payments made to hosts. Further information can be found on

http://www.direct.gov.uk/en/MoneyTaxAndBenefits/Taxes/TaxOnPropertyAndRentalIncome/DG_4017804

EMERGENCY CONTACT

The school answer machine will give you a contact telephone number outside office hours for emergencies.

LIABILITY/CONTRACT

Please note that you let your home at your own risk – LTC is not liable. Any damage made to your property is recoverable by you directly from the student.

The contract is solely between the host family and the student. LTC cannot accept responsibility for any matters that may arise.

We want you to find hosting students an enjoyable experience and should you need any help or advice please do not hesitate to contact Rosan Bucknall or Beverley Oliver, the Accommodation Officer on 01273 735975

If you are interested in hosting a student please complete the forms enclosed and return to:

Rosan Bucknall/Beverley Oliver (Accommodation Officer)
Language Teaching Centre Brighton
55 – 61 Portland Road
Hove
BN3 5DQ

English UK Code of Practice

I/We agree to abide by the English UK Homestay Code of Practice for providers of homestay accommodation for English Language Students:

- To encourage the student to speak English as much as possible in your home
- To encourage the student to feel at home and to treat him/her as a member of the family rather than a paying guest
- Not to host other students of the same native language at the same time unless by special arrangement with the students and the schools
- Not to host students aged over 18 years with students aged under 18 years of age, unless by special arrangement with the students and the schools
- To provide a clean and comfortable student room, meeting the requirements laid down by the British Council
- To provide a home environment in which it is possible for the student to carry on his/her English studies properly
- To provide the student with a balanced and appropriate diet
- To show due concern for the welfare, safety and security of the student during his/her stay
- To give the student reasonable and regular access to the bathroom and laundry facilities
- To maintain a close liaison with the student's school and so be in a position to help resolve any problems that the student may encounter during his/her stay
- To respect the student's different cultural background and be sensitive to the needs of the student

Signed: Date:

Name:

Address:

.....Postcode:

BANK DETAILS

Name Account Holder(s):	
Your address:	
Postcode:	
Name Bank/Building Society:	
Address Bank/Building Society:	
Building Society Reference Number:	
Sort Code:	
Account Number:	

Date:

**Children Act 1989
Declaration Regarding Suitability to Work with Children**

To be completed by all adults in households hosting students under the age of 18

Full Name:

Date of Birth: Place of Birth:

Home Address:

.....

Have you ever (please tick):

- | | | |
|---|------------------------------|-----------------------------|
| 1. Been convicted of an offence against a child? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. Had a child removed from your care by the order of a court? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. Had a prohibition imposed on you at any time? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. Been disqualified from acting as a foster parent? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 5. Been proven negligent whilst supervising under 16s on activities or courses organised by any other organisation? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

If you have answered "Yes" to any of the above questions, please supply the dates and circumstances:

.....

.....

Section 70 of the Children Act 1989 provides that a person who makes any statement in this notice or gives information which he/she knows to be false or misleading shall be guilty of an offence and liable on summary conviction to a fine not exceeding level five.

I agree to LTC Brighton arranging for police records to be checked for previous convictions of me, the host family resident, subject to the Rehabilitation of Offenders Act 1974 and exemption orders.

Signed: Date:

**Children Act 1989
Declaration Regarding Suitability to Work with Children**

To be completed by all adults in households hosting students under the age of 18

Full Name:

Date of Birth: Place of Birth:

Home Address:

.....

Have you ever (please tick):

- | | | |
|---|------------------------------|-----------------------------|
| 1. Been convicted of an offence against a child? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. Had a child removed from your care by the order of a court? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. Had a prohibition imposed on you at any time? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. Been disqualified from acting as a foster parent? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 5. Been proven negligent whilst supervising under 16s on activities or courses organised by any other organisation? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

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I agree to LTC Brighton arranging for police records to be checked for previous convictions of me, the host family resident, subject to the Rehabilitation of Offenders Act 1974 and exemption orders.

Signed: Date:

DBS Checks for host families

In compliance with our British Council and ISI accreditations, LTC Brighton asks all host families who host students under 18 years of age to either provide us with a CRB/DBS from the last 3 years or to provide us with information to allow us to request an “enhanced disclosure” for each adult in the household.

On the form on the next page you need to provide us with details from your passport or driving licence (Route 1). If you have one of these we do not need any further documents.

If you do not have a current passport or driving licence, we need 1 document from Group 2A **AND** two from Group 2B (Route 2).

Route 1

Valid passport (any nationality): passport number and date of issue

Valid UK Driving Licence (photocard or paper): driving licence number and date valid from (section 4a on photocard)

Route 2

Group 2A

UK Birth Certificate (original, or certified copy issued within 12 months of date of birth)

Marriage/Civil Partnership certificate (UK & Channel Islands)

Firearms licence (UK)

HM Forces ID card

Current Non-UK Driving Licence (valid up to 12 months from date applicant entered the UK)

Adoption Certificate (UK)

Biometric Residence Permit (UK)

Group 2B

Bank or Building Society statement (UK or EEA only)*

Bank Building Society Account Opening Confirmation Letter (UK)*

Utility bill (electricity, gas, water, telephone **NOT** mobile phone contract / bill)*

Credit card statement*

Benefit Statement* e.g. Child Allowance, Pension

P45/P60 statement (UK & Channel Islands)**

Council Tax Statement (UK & Channel Islands)**

Mortgage statement (UK or EEA only)**

Financial statement (e.g. pension, endowment, ISA)**

Valid UK Work permit /visa (UK Residence permit)

Certificate of British nationality (UK)

Correspondence or a document from Central or Local Government (UK) giving entitlement (e.g. Department for Work & Pensions, Employment Service, Customs & Revenue, Job Centre Plus) *

Valid photo identity card (EU)

Non-original UK birth certificate (issued after 12 months of date of birth) (full or short form acceptable)

**documentation should be less than three months old*

*** issued within past 12 months*

Pre- DBS Check Form



Personal Information			
First Name			
Middle Name(s)			
Surname			
Date of Birth			
Mobile Number			
Email			
Born in UK	YES NO	Town: Town:	County: Country:
Address			
Month and Year moved into this property			
If you have lived in this address for less than 5 years please complete additional addresses section on page 2.			

Identity Checks (please complete <i>either</i> passport or driving licence information below)	
Passport number	
Date of issue	
OR	
Driving Licence Number	
Driving Licence from	

If you have ever changed your surname, please complete this section:			
Surname at birth:	Used Until (year):		
1. Any other surmane used:	Used from:		to:
2. Any other surmane used:	Used from:		to:
3. Any other surmane used:	Used from:		to:
4. Any other surmane used:	Used from:		to:

Previous addresses for last 5 years

Previous address 1	
From (month & year)	To (month & year)

Previous address 2	
From (month & year)	To (month & year)

Previous address 3	
From (month & year)	To (month & year)

Previous address 4	
From (month & year)	To (month & year)

LTC Brighton Homestay Fire Precautions and Gas Safety Checks

As a commercial activity hosting a student is governed by health and safety laws. It is a requirement that you have smoke alarms fitted, and that you carry out a fire risk assessment on your home and that you obtain a gas safe certificate on a yearly basis.

By the law hosts taking paying guests must conduct a fire risk assessment. You should read the information on www.communities.gov.uk/documents/fire/pdf/payingguests.pdf

Gas Safety and Checks

All homestay hosts must provide us with a copy of their gas safety checks every year. All hosts must ensure the following criteria are met:

All boilers and central heating systems should be installed and serviced regularly under the contract with 'competent persons' only. In the case of gas systems, such work can only be done by businesses that are 'Gas Safe' registered. On an annual basis you should obtain a certificate to demonstrate that you are compliant.

No appliance should be used if is known or suspected of being unsafe. The room where the gas appliance is located must have adequate ventilation - air inlets should not be blocked or covered and flues and chimneys should not be obstructed.

There should be no free standing calor gas type heating with in the home as these contravene health and safety regulations

In Brighton and Hove there are many gas safety testers who have simple on-line or phone booking processes:

Sussex Gas Safety Checks	01273 278411	www.sussexgassafetychecks.co.uk
Brighton Gas Safety	07932 316101	www.brightongassafety.com

Fire Risk Assessments

All homestay hosts must carry out a fire risk assessment once at least once a year and all records need to be kept so that they can be seen by any member of our Accommodation team if needed. On the next page is an example which will cover most host's homes. Please read and review this and then complete the form on the next page.

Risk Assessments - Homestay Fire Safety **Example 1**

A homestay provider is legally required to have a fire risk assessment to comply with fire safety law

Address	Building description	Used for	Assessment completed by
Name: A Host Address: Hove, actually	Type / Size of building: HOUSE / BUNGALOW / FLAT – DELETE AS APPROPRIATE If a flat please state which floor and location Number of Floors: 2 Number of Bedrooms: 3	Main purpose and any others Family home	Name: Host Date: Signature:

Areas identified from checklist

Area	Current Practice Level of Risk	Further action required	Certificate Requested And Received	By when / whom	Done
Smoke Alarm	Smoke alarms fitted in kitchen and stair areas 1	None	N/A		
Cigarettes	No one in the house smokes 1	None	N/A		
Electrics	All electrical work has been completed by a qualified electrician 1		N/A		
Gas Appliances	Gas safety check on boiler carried out in February 2014 1		00/00/0000 REQUESTED 00/00/0000 RECEIVED		
Other Risks	BBQ gas canister is situated against the back of the house 3	Move BBQ away from back wall of house	N/A	A Host	Next day [date]
Escape Plan	Students are made aware of how to operate doors and locks to both front and back doors of property		N/A		
Knowledge / Training	Have read government document relating to fire risks and paying guests		N/A		

Review date	Any changes to building in meantime	Any further action required	Review done by
Date: Annually			Name: Signature:
Level of Risk 6-9 = High Risk = Unacceptable Risk 4-5 = Medium Risk = Requires Action 2-3 = Low Risk = Action if necessary 1 = Very Low Risk = No Action Required		Notes:	

Risk Assessments - Homestay Fire Safety **Example 2**

A homestay provider is legally required to have a fire risk assessment to comply with fire safety law

Address	Building description	Used for	Assessment completed by
Name: A Host Address: Hove, actually	Type / Size of building: HOUSE / BUNGALOW / FLAT – DELETE AS APPROPRIATE If a flat please state which floor and location Number of Floors: 2 Number of Bedrooms: 3	Main purpose and any others Family home	Name: Host Date: Signature:

Areas identified from checklist

Area	Current Practice Level of Risk	Further action required	Certificate Requested And Received	By when / whom	Done
Smoke Alarm	Smoke alarms not fitted in house 4	Smoke alarms to be fitted immediately	N/A	Next week A Host	
Cigarettes	No one in the house smokes 1	None	N/A		
Electrics	Electrical work completed by host 6	Work to be certified by qualified electrician	N/A		
Gas Appliances	No gas safety check for last 5 years 9	Get gas safety check	00/00/0000 REQUESTED 00/00/0000 RECEIVED	Next week A Host	
Other Risks	Back door of property blocked by scrap fridge freezer 9	Dispose of fridsge freezer	N/A	Next week A Host	
Escape Plan			N/A		
Knowledge / Training	Not aware of fire risk assessment for hosting paying guests 6	Read guidelines	N/A	Next week A Host	

Review date	Any changes to building in meantime	Any further action required	Review done by
Date: Annually			Name: Signature:
Level of Risk 6-9 = High Risk = Unacceptable Risk 4-5 = Medium Risk = Requires Action 2-3 = Low Risk = Action if necessary 1 = Very Low Risk = No Action Required		Notes:	

Risk Assessments - Homestay Fire Safety

A homestay provider is legally required to have a fire risk assessment to comply with fire safety law

<i>Address</i>	<i>Building description</i>	<i>Used for</i>	<i>Assessment completed by</i>
Name: Address:	Type / Size of building: HOUSE / BUNGALOW / FLAT – DELETE AS APPROPRIATE If a flat please state which floor and location Number of Floors: Number of Bedrooms:	Main purpose and any others	Name: Date: Signature:

Areas identified from checklist

<i>Area</i>	<i>Current Practice Level of Risk</i>	<i>Further action required</i>	<i>Certificate Requested And Received</i>	<i>By when / whom</i>	<i>Done</i>
Smoke Alarm			N/A		
Cigarettes			N/A		
Electrics			N/A		
Gas Appliances			00/00/0000 REQUESTED 00/00/0000 RECEIVED		
Other Risks			N/A		
Escape Plan			N/A		
Knowledge / Training			N/A		

<i>Review date</i>	<i>Any changes to building in meantime</i>	<i>Any further action required</i>	<i>Review done by</i>
Date:			Name: Signature:
Level of Risk 6-9 = High Risk = Unacceptable Risk 4-5 = Medium Risk = Requires Action 2-3 = Low Risk = Action if necessary 1 = Very Low Risk = No Action Required		Notes:	