



## CODE OF PRACTICE

**I/We agree to abide by the Code of Practice for providers of homestay accommodation for students at the English Language Centre Bristol:**

- To encourage the student to speak English as much as possible in my/our home.
- To encourage the student to feel at home and to treat him/her as a member of the family rather than as a paying guest.
- Not to host another student of the same native language at the same time unless by special arrangement with the students and the school.
- To accommodate no more than 4 students at any one time, unless this has been agreed with the students and the school.
- To provide a clean and comfortable student room, meeting the requirements laid down by the British Council, i.e. there must be adequate heating and lighting, a table for private study and adequate hanging and drawer space for clothes. Bed linen and towels should be changed every week.
- To abide by the gas safety requirements (annual check) as outlined by the English UK document, Laws Relevant to Hosts.
- To carry out an annual fire risk assessment and a general risk assessment on your home.
- To give students reasonable access to the bathroom and to allow them to shower at least once a day.
- To provide the student with a balanced and appropriate diet. Breakfast can be a continental 'help-yourself' arrangement, but the evening meal should consist of two courses (one hot) and must be taken with the family.
- To give the student reasonable and regular weekly access to the laundry facilities.
- To respect the cultural background and to be sensitive to the needs of the student.
- Not to make any additional charges to the student apart from the regular weekly rate unless agreed with the school.
- To show due concern for the welfare, safety and security of the student during his/her stay.
- Not to go away and leave the student alone in the house overnight, unless agreed with the school and the student.
- If it is agreed and I/we leave the student on his/her own and the student has to provide his/her own food, I/we will refund directly to the student the amount agreed with the school. This should be a minimum of £6 per night (evening meal).
- To charge the student a 50% retainer fee if the student goes away for one week or more and wants to reserve the room for his/her return.
- Not to charge a retainer fee either for periods of absence during the Christmas holidays or if the student is prepared to vacate the room and not guarantee that he/she can return.
- To liaise closely with the school and to be in a position to help resolve any problems that the student may encounter during his/her stay.

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### DECLARATION

**Disclosure and Barring Service (DBS) checks (previously CRB checks):** I declare that I know of no reason why I or any other adult in my home cannot be in contact with students aged under 18 years. *(I understand that a DBS check will be required if I host under 18s)*

- I understand it is my responsibility to obtain a Gas Safety Certificate every 12 months. The date of the most current record is \_\_\_\_\_.
- I have carried out a Fire Risk Assessment (Health & Safety) in my house and understand that it will need to be redone every 12 months. The date of the most current one is \_\_\_\_\_.
- I confirm that I have read and understood the Homestay Guidelines and have been given a copy for future reference.
- I have read the Safeguarding Guidelines given to me by ELC about hosting Under 18 and understand my obligations.
- I agree to advise students of the emergency evacuation plan in the event of fire on the first day of their arrival to my home.
- I agree that all members of the homestay will meet their Prevent duty obligations as outlined in the Prevent information provided by ELC.
- I agree to destroy any information sent by the school about the student to me after use.

Signed:.....Date.....

Name:.....

Address:.....

*\*If you are submitting electronically, the emailing of the form constitutes your personal certification that the above information is read and understood.*

