

Second handled: _____

Person code: _____

Please return to The International Office, The Sheffield College, Livesey Street, Sheffield, S6 2ET, United Kingdom
international.office@sheffcol.ac.uk

Please complete clearly in CAPITAL LETTERS.

A PERSONAL DETAILS

Full name of main carer

Telephone

Address

Mobile

Email address

Postcode

B FAMILY MEMBERS

Please indicate adults and children, stating their names, sex and age

How many members of your family are living at home?

Name

Age

Gender

Family members over 18 should fill the Declaration form on page 7

Do you have any pets?

No

Yes (please state)

C ROOMS AND FACILITIES

How many rooms and beds are available?:

Single

Double

Twin (2 beds per room)

Period available:

Academic year

Summer school

Short periods

Other

Facilities available to the student:

TV/DVD

Internet

Weekly laundry (compulsory for 16-18 year olds)

Other

Please tell us more about activities you could do with your student(s) during the weekend/holidays?

What kind of food do you cook?

Could you cater for:

Vegetarians

Special Diet (halal meat, gluten intolerance etc)

Could you cater for:

Smoker

Non-smoker

Would you prefer to host:

Male

Female

Either

16-18 student (CRB/DBS required)

Over 18 student

Do you have a valid CRB/DBS check?

Yes

No

Do you have a valid gas certificate?

Yes

No

(Gas certificates or gas safety records must be reviewed annually)

Please note that The Sheffield College will not normally mix male and female students if under 18.

D TRAVEL

Access to and from college:

Within walking distance

Direct bus route (bus number(s))-

Tram route (nearest tram stop)-

Train (nearest station)-

E

HOMESTAY FEES

Please tick if you would prefer to host a student for:

Half-board	Bed, breakfast, evening meal, all meals at weekend	£160 per week
Full-board	Bed, breakfast, packed lunch, evening meal, all meals at weekend	£180 per week
Self-catering	Bed and breakfast	£125 per week

I would like The Sheffield College to collect fees from the student and pay me monthly by BACS (alternatively you can send this information by email to international.office@sheffcol.ac.uk)

Sort code

Account number

F

HOSTING AN UNDER-18 STUDENT

CRB/DBS	Costs
<p>The Sheffield College CRB/DBS fee (for each applicant)</p> <p>If you already have a valid DBS check please enclose a copy with your application.</p> <p>We will do a DBS check on all host family members over 18. This amount is payable to The Sheffield College or will be deducted from your first homestay payment.</p> <p>If you host a short-term student, this fee will be paid by The Sheffield College.</p>	£50

I enclose:

- a picture of the host family member(s) (REQUIRED - to be shared with hosted students pre-arrival)
- a picture of the bedroom(s) (OPTIONAL - to be shared with hosted students pre-arrival)
- a copy of the host family main carer's passport (REQUIRED and confidential)
- The fire risk assessment (REQUIRED)

G

FIRE SAFETY RISK ASSESSMENT

Name of host family main carer

Date of assessment / /

Review date / /

Property Description

Number of floors:

Age of property:

Construction type (eg. brick, timber frame, steel frame):

Fire

How a fire could start	Controls - how to reduce chances of a fire starting
Cooking	
Electrical fault	
Smoking	
Bin fires	
Other	

People affected by fire

Who is in the property day and night? (elderly, able-bodied people, children and visitors)

Day

Night

H FIRE SAFETY RISK ASSESSMENT (CONT.)

Are there any disabled people in the house at any time? Yes No

If yes, please write their name and disabilities (eg. physical impairment, hearing impaired, visually impaired)

Name	Disability
------	------------

Escape routes in the house

Brief description (e.g. front door leads into front garden, back door leads into small yard, doors are secured from the outside, but can be opened from inside with a key etc)

Are doors in the house fire resistant? Yes No

I FIRE ALARM, ESCAPE LIGHTING AND SMOKE DETECTORS

Is there a fire alarm system? Yes No

Is there escape lighting? Yes No

Where in the house are smoke detectors?

Where are the batteries charged?

Have you an emergency flash light or torch in a specific location in the house? Yes No

If so, where?

Testing

Smoke detectors must be tested by host every 3 months.

Date of test	Location
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Are there carbon monoxide detectors in the house? Yes No

Fire extinguishers

Do you have you a fire blanket in the kitchen? Yes No

Are there any multipurpose fire extinguishers in the house? Yes No

If so, where?

Please describe briefly what advice is given to members of the family and visitors in the event of fire and evacuation (explain the fire drill):

Thank you for your support. The International Office will process separate testing during the next visit.

SIGNATURE

I can confirm that I have read, understood and agree to the terms, conditions and guidelines for providing homestay accommodation for Sheffield College students in The Sheffield College Homestay Handbook.

I will keep a copy of The Sheffield College Homestay Handbook for future reference.

Name and address of main carer

Signature

Date / /

Should you have any questions/problems, we will be available to assist you as follows:

Monday to Friday 08.00 to 16.00 Tel: 0114 260 2676
The Sheffield College emergency number: 0114 260 2600

MISSING DOCUMENTATION

Please tick where applicable.

Valid gas safety certificate

Copy of the DBS check

Host family online DBS application

Passport ID

Fire risk assessment

Other

