

Access to and from college:

Within walking distance

Tram route (nearest tram stop)-

QUESTIONNAIRE FOR POTENTIAL HOST FAMILY

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.

Full name of main carer			Telephone			
Address		ı	Mobile			
			Email address			
Postcode						
FAMILY MEMBERS	Please indicate adults and c	children, stating their	names, sex and age			
How many members of your family are iving at home?	Name			Age	G	ender
ving at nome:						
	Family members over 18 sho	ould fill the Declaration	on form on page 7			
Oo you have any pets? No Y	s (please state)					
	s (please state)					
	rs (please state)					
ROOMS AND FACILITIES		ngle [Double Twin	(2 beds per room)		
ROOMS AND FACILITIES How many rooms and beds are available?:		ngle [Double Twin Other	(2 beds per room)		
ROOMS AND FACILITIES How many rooms and beds are available?: Period available: Academic year	Sir Summer school	Short periods	Other			
ROOMS AND FACILITIES How many rooms and beds are available?: Period available: Academic year	Sir Summer school	Short periods				
ROOMS AND FACILITIES How many rooms and beds are available?: Period available: Academic year facilities available to the student: TV/DVI Other	Sir Summer school Internet	Short periods	Other			
ROOMS AND FACILITIES How many rooms and beds are available?: Period available: Academic year Gacilities available to the student: TV/DVI Other	Sir Summer school Internet	Short periods Weekly laund	Other	ar olds)		
ROOMS AND FACILITIES How many rooms and beds are available?: Period available: Academic year Facilities available to the student: TV/DVI Other	Sir Summer school Internet	Short periods Weekly laun	Other dry (compulsory for 16-18 year	ar olds)	Special Diet (hal	al meat, gluten intolerance «
ROOMS AND FACILITIES How many rooms and beds are available?: Period available: Academic year Facilities available to the student: TV/DVI Other	Sir Summer school Internet	Short periods Weekly laund	Other Idry (compulsory for 16-18 yes) What kind of food do yo	ar olds) u cook?	Special Diet (hal Non-smoker	al meat, gluten intolerance e
ROOMS AND FACILITIES How many rooms and beds are available?: Period available: Academic year Facilities available to the student: TV/DVI	Sir Summer school Internet	Short periods Weekly laund	Other Idry (compulsory for 16-18 yes What kind of food do yo Could you cater for:	u cook? Vegetarians Smoker		al meat, gluten intolerance d Either
ROOMS AND FACILITIES How many rooms and beds are available?: Period available: Academic year Facilities available to the student: TV/DVI Other	Sir Summer school Internet	Short periods Weekly laund	Other Idry (compulsory for 16-18 yes What kind of food do yo Could you cater for: Could you cater for:	u cook? Vegetarians Smoker t: Male	Non-smoker	Either
ROOMS AND FACILITIES How many rooms and beds are available?: Period available: Academic year Facilities available to the student: TV/DVI Other	Sir Summer school Internet	Short periods Weekly laund	Other Idry (compulsory for 16-18 yes What kind of food do yo Could you cater for: Could you cater for:	u cook? Vegetarians Smoker t: Male 16-18 stu	Non-smoker Female udent (CRB/DBS required	Either d) Over 18 stude

Direct bus route (bus number[s])-

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

HOSTING AN UNDER-18 STUDENT

CRB/DBS	Costs
The Sheffield College CRB/DBS fee (for each applicant) If you already have a valid DBS check please enclose a copy with your application. 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. If you host a short-term student, this fee will be paid by The Sheffield College.	£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)

FIRE SAFETY RISK ASSESSMENT

Name of nost family main care.	Name of host family main carer	Date of assessment /	/
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Review date / /

Property Description

Number of floors: Age of property: Construction type (eg. brick, timber 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

FIRE SAFETY RISK ASSESSMENT (CONT.)		
Are there any disabled people in the house at any time?	es No	
If yes, please write their name and disabilities (eg. physical impairm	ent, hearing impaired	ł, visually impaired)
Name	Disab	oility
Escape routes in the house Brief description (e.g. front door leads into front garden, back door	· leads into small yard	l, doors are secured from the outside, but can be opened from inside with a key etc)
FIRE ALARM FORARE LIGHTING AND GMOVE D	FTFOTODO	
FIRE ALARM, ESCAPE LIGHTING AND SMOKE D	FIFGIOR2	
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?
where in the house are smoke detectors:		
Where in the house are smoke detectors:		
Have you an emergency flash light or torch in a specific location in the house?	Yes No	Testing

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

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): $\frac{1}{2} \left(\frac{1}{2} + \frac{1}{2}$

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

SIGNATURE

If so, where?

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 of test

Location

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

DECLARATION FORM To be completed by each 18+ family member	living at the host residence
This is NOT a DBS application form. Please note all parts must be completed.	
Title Mr Mrs Miss Ms Other	Sex Male Female Non-binary / Prefer not to say
First name	Middle name
Surname	Date of birth / /
Address	Please note the minimum age to apply is 16 years old
	Telephone number
Postcode	Mobile number
Email address	
If you hold a valid passport	
Passport Number (UK, EEA or Non EEA)	Date of issue / /
Application declaration (please tick)	
, , , , , , , , , , , , , , , , , , , ,	
Do you have any unspent criminal convictions (See guidance notes on pages 16-17)	Yes No
Have you ever been convicted of any offence against a child? Yes No	
Have you ever had a child removed from your care by order of a court? Yes	No
Have you ever had a prohibition imposed on you at anytime? Yes No	
Have you ever been disqualified from acting as foster parent? Yes No	
Have you ever been proven negligent whilst supervising under 16's ? Yes !	No
Declaration and consent of applicant	
- I confirm that I have read and understand my responsibilities with regard to	
safeguarding children and young people.	
 I confirm that I have never received criminal convictions for offences involving abuse against children, nor am I subject to any such investigation. I have no other criminal convictions which might render me unsuitable to work with 	Signature
 I confirm that I have never received criminal convictions for offences involving abuse against children, nor am I subject to any such investigation. I have no 	Date / /
 I confirm that I have never received criminal convictions for offences involving abuse against children, nor am I subject to any such investigation. I have no other criminal convictions which might render me unsuitable to work with young people. I confirm that the information I have provided in support of this declaration is complete and true and understand that knowingly to make a false statement 	
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