

# Total Care Education (London) Ltd.

## Checklist for Homestay Accommodation

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Name of Homestay:

Name of member of staff checking accommodation:

Date:

### Documents to see/discuss

Requirement	Y	N	N/A	Comments
Copies of ID (when required e.g. first visit, for new DBS check)				
Original DBS for all relevant members of the homestay				
Landlord gas safety check (retain a copy for homestay records)				
Home insurance- explain AEGIS requirements				
Car insurance- explain AEGIS requirements				

### Accommodation Checks

Requirement	Y	N	N/A	Comments
Is the homestay a non-smoking environment?				
Are there any pets in the household? If so, please provide details in the comments box.				
View bedroom/s  (Provide details of accommodation and suitability in comments box)				

Is there appropriate hanging and drawer space for clothing?				
Is there a private space to study with a suitable desk, chair and lamp?				
Check that social area(s) provided are well kept, clean and in good repair, with sufficient natural light.				
Suitable heating and lighting?				
Is there access to sufficient supplies of hot water as required?				
Do students have access to a bathroom with a lock on the door and either a shower or bath?				
Is there any CCTV at the property? If so, discuss the need (is it clear and lawful?). Is there suitably privacy ensured for students? Ask homestay to provide paper trail to show how they are adhering to ICO guidelines.				
<p>Inform/remind the homestay:</p> <ul style="list-style-type: none"> <li>• That suitable safeguards must be in place to ensure that students have sufficient privacy from other students. (Parents should be made aware of Students who may wish to share bedrooms and must give consent before the arrangement goes ahead.)</li> <li>• Where homestays are using a double bed, only one student is using this facility. Under no circumstances must students share a double</li> </ul>				

<p>bed.</p> <ul style="list-style-type: none"> <li>• Homestays who work with other GOs are not accommodating more than three students in total when members of an AEGIS GO are being hosted.</li> <li>• When students under the age of 16 are in the care of a homestay, no students over the age of 20 are being hosted either by the GO or another GO working within the same homestay.</li> <li>• That homestays do not host any other paying guests or operate any form of bed and breakfast facility when hosting AEGIS Students.</li> <li>• Total care policies explained</li> <li>• Locks on bedroom doors</li> </ul>				
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### Health and safety checks

Requirement	Y	N	N/A	Comments
Smoke alarms on every storey (test that they are working)				
Carbon monoxide alarms in any room containing a gas, liquid or solid fuel burning appliance (test that they are working)				
Visual check of electrical safety				
Check that the homestay has suitable fire evacuation procedures and that these have/will be discussed with student (fire escape routes free of obstructions)				

If fire extinguishers and fire blankets are provided check that they have been suitably serviced.				
Where open fires are used, check that a suitable fire guard will be in place when the fire is lit.				
Check that any matches or lighters are appropriately stored.				
A basic first aid kit should be available to include, plasters, sterile eye-pad, triangular bandage, safety pins, non-medicated wound dressing, disposable gloves, leaflet giving guidance on first aid.				
Check that any prescription medication and drugs are kept safely (check on arrival what medications they have brought with them. If contain antibiotics, take and store in refrigerator)				
Alcohol should be appropriately stored.				
Check that the homestay has an awareness of basic food hygiene when preparing meals for students.				

#### Care provision

Requirement	Y	N	N/A	Comments
Meals: Check that the homestays will cater for full board provision of breakfast, lunch and dinner during the students stay, taking account of any dietary needs.				

Meals: Check that the homestays will provide students with access to suitable drinks and snacks during their stay.				
Meals: Check that where a homestay allows a student to prepare meals for themselves, appropriate supervision is provided in line with their age and experience and that basic food hygiene controls are in place.				
Laundry: are there suitable laundry facilities for students who are resident for more than one night?				
Supervision: Discuss supervision and NPSCC advice. Ensure that: <ul style="list-style-type: none"> <li>• Students aged 12 and under are not be left home alone for a long period of time</li> <li>• Students aged 16 and under are not be left alone overnight and</li> <li>• Students are not left home alone regardless of their age if they do not feel comfortable with this.</li> </ul>				
E-safety: Discuss policy implementation- guidance on internet use and monitoring.				

### Training

Subject	Y	N	N/A	Record of what was discussed
Induction (new homestays):				
Contact details of key staff at the				

GO given				
All policies, documents and procedures given and explained?				
Handbook given and explained?				
Safeguarding training- copy of certificate provided for records				
Safeguarding updates (at least annually)				
Annual update training (general)				
Provision and discussion of updated policies and handbooks				

**Additional comments**

Issue	Action required and by whom	Complete?