



# HOMESTAY HANDBOOK

## STUDENT VERSION

### 2023/24



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## 1. Introduction and Accommodation Team Profiles

Our Homestay Handbook for 2023/24 contains information about how York College manages homestay accommodation. It also provides clarity about the role of your homestay host as well as advice and guidance on settling in, keeping safe and making the most of your time in homestay. Living in a British home from home will enhance your time studying in the UK.

### 1.1 College Contact Details

Name	Contact details	What they do
<b>Judith Lawson</b> Head of International +44 (0) 1904 770 269	jlawson@yorkcollege.ac.uk Room 3F102	The International team are available to assist all international students.
<b>Hannah Thomas</b> International Manager +44 (0) 1904 770 486	<a href="mailto:accommodation@yorkcollege.ac.uk">accommodation@yorkcollege.ac.uk</a>  or <a href="mailto:international@yorkcollege.ac.uk">international@yorkcollege.ac.uk</a>	They also support: <ul style="list-style-type: none"> <li>• Accommodation enquiries</li> <li>• Homestay applications and approval</li> <li>• Student allocations/moves</li> </ul>
<b>Jude Horner</b> International Clerical Assistant +44 (0) 1904 770 490	Room 2F018 (International Office)  Mon – Thurs (9am - 5pm) Friday (9am – 4:30pm)	<b>Note:</b> The International phonelines and inboxes are shared between the whole team.

In the event of no-one being available in the International Office, if you consider the matter to be urgent, speak to the College reception and ask them to contact Judith Lawson. Please note that Judith is a teaching member of staff and so cannot leave classes, except in the case of an emergency.

**To contact the College urgently, outside of working hours, call: +44 1757 244 473**

This number will connect with a member of the College's Senior Management Team, who will be able to help. The out-of-hours number should only be used in the event of an urgent scenario. For our purposes this includes, but is not limited to:

- Any incident where a 999 call has been made (call us only after the 999 call has been made).
- Any situation in which you have been hospitalised.
- Any situation in which there has been significant police involvement (e.g. an arrest).
- Any situation in which there is a serious problem with your homestay (e.g. a fire).

**Please note:** We ask that students avoid contacting the out-of-hours number, or our partners, if the situation can wait until the next working day for a resolution.

## 2. Dealing with Emergencies

**In the event of an emergency, your first call should always be to the emergency services (999)**

Once you have contacted the emergency services and you are sure that help is on the way, you should inform the College, or the relevant partner organisation as described below. Please note that the following partners should be contacted before the College.

Partner Organisation	Contact	Phone Number
Akademiet	Jon Bell	07562 185 095 03300 883 720 (Out of Hours)
Barnes Educational Services	Catherine Staniforth	07854 973 546
	Ric Carby	07748 113 782
Select Studies	N/A	07412 368 443
Embrace England	N/A	07930 227 253

### 3. Things Your Host Will Provide

This section lays out the minimum requirements that are expected of a York College homestay host.

#### 3.1 Bedroom

All students are required to have their own bedroom. Students are not permitted to share a room under any circumstances, even if the student requests it. Occasional 'sleepovers' are an exception to this and managed by the mutual consent of students and hosts.

#### 3.2 Storage Space

Each student should have adequate storage space for their belongings. Rooms will have a wardrobe and drawers in which you can store your clothes. There should also be a secure space for you to store small valuable items such as a mobile phone, wallet/purse, jewellery, and important documents such as a passport or financial statements.

**Please note:** Hosts sometimes have family or other visitors who come to stay with them during the Christmas or Easter holidays if you are not staying at that time. When that happens, they may require the use of your room (just for the days when you are not resident at the house). It is their right to do so, although you will be permitted to leave your belongings at the house (usually packed in boxes or suitcases), so you do not have to take everything with you when you travel.

#### 3.3 Study Space and Wi-Fi

Studying is of course one of the main reasons why you have chosen to come to the UK, so you will be provided with space to do this in your homestay accommodation. The bedroom should have a desk that is large enough to work comfortably on. The study area also needs to be well lit during the day and must have adequate lighting during the evening.

You should have reasonable access to Wi-Fi to be able to study and keep in contact with home and friends. Your homestay provider should discuss this access with you and make you aware of parental controls and download limits they may have. Please use social media responsibly, act within the law and be respectful of your host's wishes.

#### 3.4 Meals

Hosts are required to provide students with the following meals whenever the student is resident:

- Breakfast and an evening meal seven days a week,
- Lunch at weekends and on public holidays, but not half term or other College holidays.

Some hosts will provide additional food for students such as snacks. Whilst we see this as a positive thing, it is not an absolute requirement. Your host should discuss their household policy on this issue with you.

In addition to the food provided for you, you should have some space to store your own food that you may wish to buy. You can find more information on food on [Page 10](#) of this handbook.

### 3.5 Access to the House

All students will be given their own key to the house. You must not make copies of the key or lend it to anyone else. You must leave the key when you leave the property for the final time, and you must tell your host immediately if you have lost your key.

### 3.6 Bathrooms, Laundry, and Other Facilities

Students will be given access to all communal areas of the property used by members of the household. This would normally include the kitchen, dining room, living room, garden etc. This does not, however, include bedrooms.

Students will have use of a bathroom with a lockable door. This may be a shared family bathroom, or a private bathroom used only by you.

Provision will be made for washing clothes and linens. Some hosts may prefer to do your washing for you on certain days, while others may be happy for you to do your own washing. The precise details should be agreed mutually.

## 4. Things We Require of Hosts

The government and other organisations set rules and guidance about hosting students. It is a shared responsibility between the host and the College to ensure that the rules are followed.

### 4.1 Minimum Standards

All the College's approved homestay providers are compliant with government minimum standards for hosting students. In addition to the government legislation, they are also compliant with the minimum standards that York College set. See Appendix B for a copy of the minimum standards agreement signed by all York College homestay providers.

### 4.2 Disclosure and Barring Service Checks (DBS)

All persons who reside in the homestay home for more than 30 days and who are 18 or older (or who will turn 18 before 31<sup>st</sup> August in the next academic year) are DBS checked. This check tells us if anyone in the property is barred from working with children or has criminal convictions which make them unsuitable for hosting.

### 4.3 Hosting from Other Institutions

We ask all hosts who occasionally provide accommodation for students from other institutions to supply the following information:

- Date of arrival,
- Date of departure,
- Name, gender, and nationality of the guest,
- Name of the institution where they are studying or working.

## 4.4 Gas Safety Regulations

Homestay providers must provide an annual Gas Safety Certificate for their home to prove that their gas appliances, such as the boiler, are safe. We keep a copy of the Gas Safety Certificate on file should you wish to see it.

## 4.5 Fire Safety Regulations

Homestay providers are required to complete a fire risk assessment of their property prior to hosting. They are also required by law to have working smoke detectors on each floor of the property. Hosts must discuss the management of fire risk, including evacuation procedures, with all homestay students.

## 4.6 Carbon Monoxide Safety

Carbon monoxide (CO) is a colourless, odourless gas that can kill quickly and without warning. CO is produced by faulty or poorly ventilated appliances such as boilers, fires, or ovens. We require homestay providers to have carbon monoxide alarms fitted in the room where the boiler is as well as near any solid fuel burning appliance (e.g. wood burning stoves).

If the CO alarm sounds or you think an appliance is leaking carbon monoxide the Health and Safety Executive advises the following:

- **Call the National Gas Emergency Service on 0800 111 999**
- *Switch off the appliance and shut off the gas supply at the meter control valve,*
- *Open all doors and windows to ventilate the room,*
- *Visit your GP and tell him/her that you believe you have been exposed to carbon monoxide.*

## 4.7 Household Inspections

Each new host is visited by the International Team as part of their application to become a homestay host. In addition, all hosts are visited annually by at least one member of the team.

## 4.8 Student Arrival and Orientation

Your homestay host will work with us to ensure that you settle in well. Hosts will:

- Ensure that you know how to get to and from College on your first day,
- Assist you with registering with a GP practice within one month of your arrival in York (for example, by telling you where the GP surgery they use is located),
- Make you aware of local services, including but not limited to:
  - Supermarkets and other shops,
  - Public transport routes, bus stops, etc.
  - Sports and leisure facilities.

## 5 Duty of Care to You

### 5.1 Guiding Principles

Homestay hosts have agreed to undertake a duty of care for any young person who lives with them. They have a responsibility for your wellbeing and safety.

Our homestay hosts are legally entitled to act (and indeed should act) to the best of their ability to ensure that you are kept safe and well. As such they are entitled to make 'reasonable' decisions about your care to protect you.

If you encounter significant differences of opinion that you cannot resolve, please let us know as soon as possible. All those involved, whether it is the College, the homestay host, the student, or their parents, need to work together to find solutions that are acceptable to everyone.

### 5.2 Overnight Care

Students who are under 18 should never be left in the house alone overnight. There must always be at least one registered adult present in the property. The same rule applies to students who are over 18 on the following programmes:

- Akademiet
- Barnes (including Swiss students)
- InterStudies/Select Studies

Under normal circumstances a registered adult should be present in the property between the hours of 10.30pm and 6am. We also expect that a registered adult is contactable, and in a position to support students if needed, between 8pm and 8am.

### 5.3 Preparing to Go Out at Night

Regardless of your age, if you are going out at night **you must:**

- Always carry your house key,
- Keep in reserve sufficient money to catch a taxi home from anywhere in the city (e.g. £20),
- Ensure you have a mobile phone, that this is well charged, and on loud so that you will hear it ring. You must also ensure it can operate on a UK network,
- Give your mobile number to your host,
- Tell your homestay host your plans for going out,
- Provide hosts with contact details of any friends you are going out with, and where appropriate, their contact numbers,
- Carry written details of your host's address and contact numbers – as a backup in case your phone was lost, or you were taken to hospital in an emergency. You must not rely entirely on the electronic record on a phone or tablet.

When you are out, we require you to tell your host immediately if your plans change. This applies even if the change is relatively minor, e.g. catching a different bus, but especially if there is any chance you will be back after midnight.



## 5.4 Curfews

York College requires that all students return to their homestay by 10:30pm on weeknights and by midnight **at the very latest** on Friday and Saturday nights and remain there until 6am. We do not believe that it is safe for a student who is under 18 to be out after midnight and we do not condone this. We ask that all students, hosts, partners, and parents work with the College to ensure this rule is followed.

**If your host wishes to set an earlier curfew – and most will – they are free to do this, and you should respect their wishes.** They should discuss this with you and outline their reasoning to you. Families with young children, for example, may wish to set an earlier curfew so that their children's sleep is not disrupted. Even if your host does not set an earlier curfew, the expectation is that staying out late at night is the exception, not the norm. You are here to study, not to party!

If you believe there are reasons why you should be out after midnight in a specific instance, please let us know with sufficient notice so that we can discuss the matter further. For example, if a student were doing a midnight walk for charity that is a properly organised event a later curfew might be acceptable.

### What if I am over 18?

We still require that students aged 18 or over respect the views of their host when it comes to matters of personal safety. We also require that you act as a considerate guest and respect that your host's lifestyle may affect discussions about when it is, and is not, reasonable for you to come home.

### Breaching Duty of Care Guidance

We ask that our homestay providers inform us if students persistently return home after midnight. We also ask homestay providers to inform us if a student lies about their whereabouts, has been drinking excessively, or is suspected of using illegal drugs or other controlled substances.

We will take any of the above circumstances very seriously and you will have a meeting in College about this, with likely disciplinary action. In extreme cases there may be police involvement. Whilst students are in the UK, they must abide by UK law at all times.

## 5.5 Public Transport

The arrival time of the last bus from the centre of York to various destinations close to homestay properties means that students should always be able to make it back to their homestay by midnight. We advise you to consult an up-to-date timetable to plan any journey.

- First York Bus information is available here: <https://www.firstbus.co.uk/york>
- Coastliner information can be found here: <http://www.yorkbus.co.uk/Coastliner.htm>

Alternatively, there are several taxi operators in York. You can get a wallet-sized card with the phone numbers of several different taxi companies from the York College Reception desk so that you always have those numbers with you.

## 5.6 Hosts Staying Away

As outlined earlier, no student aged under 18 (or on specified programmes) should be left at home alone overnight. If hosts need to spend nights away from home during the academic year, we will make alternative arrangements to ensure students are cared for. You may stay temporarily at another approved property, or an approved (DBS checked) adult may stay with you at your homestay.

## 5.7 Students Staying Away from Home

There may be occasions when you want to spend the night away from your homestay. The College's requirements are set out below.

### Staying at another homestay property overnight:

Students can be permitted to stay away from their homestay overnight if they are staying with another registered homestay provider – for example, staying with another international student in homestay accommodation. You should email to let us know if you are going to do this. You should have the consent of your homestay host and the consent of the homestay in which you are going to stay the night, and we ask both hosts to email us to confirm their consent.

### Staying with a non-homestay household:

Students can be permitted to stay in another local household under certain circumstances – for example, with a local British student. However, if the household has not been approved (including DBS checked) by the College, the following action is required:

- The student's parents (or legal guardian) **MUST** email [accommodation@yorkcollege.ac.uk](mailto:accommodation@yorkcollege.ac.uk), their relevant programme coordinator and their homestay host giving consent for the student to stay elsewhere. The email **MUST** include the name, address, and telephone number of the person with whom the student is staying. **If a student is over 18**, they may provide the email rather than their parents (with the exception of Barnes students).
- We ask that students provide a **minimum of 3 working days' notice** of such trips.

### Students travelling away from homestay independently:

- Students wishing to travel away from the homestay independently must obtain written permission from their parents or legal guardian before the College will approve the request.
- This should be emailed to [accommodation@yorkcollege.ac.uk](mailto:accommodation@yorkcollege.ac.uk), their programme coordinator and their homestay host. They should also provide a summary of their plans, including the means to contact them during their time away. Examples of this type of activity include a weekend away with friends or spending time with parents. **If a student is over 18**, they may provide the email rather than their parent (with the exception of Barnes students).
- As above, students should give us a **minimum of 3 working days' notice** of any trip away.
- Travelling **MUST NOT** impact on your contractual programme agreement. When necessary, the College and your programme coordinator reserve the right to decline requests.

**Please note:** If you are travelling away from homestay as part of your course or on a trip organised by your study abroad organisation you do not need to inform us.

## 6 Working with Your Hosts

This section is all about the day-to-day interaction that you will have with your hosts. The advice is based largely on feedback from hosts and students about their experience when living together.

### 6.1 Initial Contact

We expect all hosts and students to make contact before the start of term. As part of the placement process, you will have been sent your homestay provider's contact details and information about them. We encourage you to reach out to them in advance of you coming to the UK.

## 6.2 Communication

Good communication is the most important part of a happy homestay relationship. Talking to your hosts and showing an interest in them and their lives is the best way of building a positive relationship. Equally they should do the same to you. If you both have a positive relationship, then it will be much easier to discuss any issues that may arise at a later date.

Homestay hosts will understand if there are times when you do not wish to talk and will understand that the situation is a new one and can be daunting for many students.

## 6.3 Homesickness

Coming a long way to live in a foreign country can be very daunting. For many students this results in some form of homesickness. In the past, students have found it helpful to take part in our International Social Programme or other social activities. Personalising your bedroom (you must seek permission from your host if you want to put posters on walls, etc.), talking about home, or cooking familiar meals are also things that can help. Solutions will depend on the individual student and can take time, but please talk to your homestay provider, programme coordinator, progress coach, or the International Team if you need more support.

We are aware that there may be a significant time difference between the UK and your home country, so please be considerate of your host family when making phone calls to family and friends.

## 6.4 Respect and Consideration

We understand that students tend to feel more comfortable if they know what is expected of them from the outset. As such we ask our homestay providers to talk to you about house rules during the first few days of your arrival in the house. We ask homestay providers to set any rules sensitively, openly, and in partnership with the student, reaching a compromise if necessary.

## 6.5 Cultural Differences

When living in a British home it is likely that you will experience some kind of cultural differences between yourself and your hosts. Learning about these differences is what makes living in homestay accommodation so interesting.

You can never take anything for granted when it comes to culture. The cultures of the world are incredibly diverse and differ in very fundamental ways. What is considered to be polite and impolite can also vary from country to country.

Some of these cultural differences might seem strange or funny but it is very important that both homestay hosts and students treat these differences with respect.

### 6.5.1 Laundry

Many homestay providers will do the students' laundry, but some students like to do their own. This should be discussed with your homestay provider early on during your stay with them.

### 6.5.2 Food

Mealtimes can be social occasions and great opportunities to get to know your hosts. However, this is an area which many hosts and students can find challenging for many reasons. The food served to you may differ from what you are used to at home, and it may not be to your liking. If this is the

case, try to explain to your hosts politely if you dislike something, but do at least try some of what has been served to you. You could also offer to cook your favourite dish from home one evening or discuss the types of food that you like to eat.

Other things which might differ from what you are used to are portion sizes, or the types of food offered to you at breakfast time. A typical breakfast in the UK may consist of a bowl of cereal, a slice of toast, or some fruit during the week, and perhaps a cooked breakfast at the weekend, but this will vary from household to household.

Hosts are not required to provide you with snacks or packed lunches, although some may do so. If you would like certain foods to make a lunch to take with you to College, you can buy food yourself and hosts should give you some storage space either in the kitchen and/or the fridge.

As a rule, please do not help yourself to foods or ingredients from your host's fridge or kitchen cupboards, unless you have been told you can do so. It is polite to ask beforehand.

## 6.6 Friends Staying Overnight

Most students make lots of friends whilst they are in York. This can include girlfriends and boyfriends. If you would like a friend to stay overnight in your homestay accommodation you must seek the permission of your homestay host and respect their decision, whatever the outcome.

## 6.7 Illness

If you become ill during your time in York and cannot attend College, you **must** contact the College **absence line** as soon as possible on the day you are ill. This is your responsibility. You should report your absence at <https://studentadvantage.yorkcollege.ac.uk>

To ensure that you are properly cared for in the case of illness or injury, we require all students to register at a local GP surgery within one month of arriving to the UK. Your homestay host can help you to do this. **Once registered, you will need to complete and return a GP form** to tell us which surgery you are registered with. Forms can be collected from the International Department (2F018).

If you know in advance that you will be absent from College (e.g. to attend a university open day), you **must get permission** from your Progress Coach explaining the reasons for your absence.

Where applicable you must also speak to your Programme Coordinator regarding future absence.

## 6.8 Parental Contact

York College encourages homestay providers to develop a relationship with the students' parents. We see this as a very positive thing, particularly where students are under 18, as their parents have a direct role in supporting them. For example, they need to provide emails confirming that a student may stay away overnight (see [Section 5.7](#)).

# 7 The College's Role

This section outlines some aspects of the College's role in organising homestay accommodation and supporting international students.

## 7.1 Placing Students

Our placement process is designed to match hosts and students based on their lifestyles and what both parties are looking for from a homestay relationship. Everyone is unique in this respect, so

gathering as much information as possible about peoples' preferences and lifestyles is vitally important to our allocation process.

### **My homestay doesn't seem like a very good fit, why is that?**

We always try to find the best possible match between students and hosts, based on the information given to us and our knowledge of hosts. In addition, our job is to find an acceptable match for all students, rather than the best match for any given student. This means that there will be inevitable compromises where we need to prioritise certain preferences above others. For example, we need to make sure we can cater for any allergies, medical needs, and dietary requirements before we look at whether a student wants to live with children or pets.

## 7.2 Managing Student Moves

Although most students are happy with their homestay arrangements, it is sometimes the case that students ask to move to a new household.

- **We view moving as a last resort** but also recognise the need to ensure that students are not placed in a position they find untenable. The same is true for hosts.
- **Students must not make their own private arrangements** via friends, or by contacting hosts directly. Contact the International Team if you feel that you want to move homestay.
- If a student wishes to request a move, they **must have very clear and considered reasons** for this action. Students should also try to resolve any issues or speak to their homestay provider about how they are feeling before making this request.
- **The College will make the final decision about whether to proceed or not with a move having considered all the available information.**
- **If you move out before the end of the 7-day notice period**, your parent/guardian/agent is responsible for the 7-day payment to the original host (college will only pay one host for your accommodation).

## 7.3 Termly Check-up

We realise that many of you may find it easier to talk to your Progress Coaches than come to the International Office. Once per term, either in a tutor group session or a one-to-one meeting with your Progress Coach, you will be asked how things are going in your homestay. This is an opportunity for you to raise any concerns or give positive feedback.

Of course, if you need to discuss homestay at any other point throughout the year then you can always come to see us or contact us. Contact details are on Page 2 of this handbook.

## 7.4 Discipline

Most students have a positive and enthusiastic attitude towards their time in the UK. We know that your time here is important to you, and that in all cases, that you will have invested a significant amount of time and money to make your placement possible. With this in mind, it is important to understand that there is no place for poor behaviour. The College has an overarching policy which outlines the process for addressing disciplinary issues, including poor attendance. This policy will be explained to you by your tutors when you arrive, and a copy of this policy is available here:

<https://www.yorkcollege.ac.uk/about/governance-and-reports/policies-and-procedures>

It is very important for us to stress that ill-discipline in the homestay setting also falls under the College's disciplinary policy. In fact, we consider any ill-discipline in the homestay to be a particularly serious breach of our expectations, so please be aware of this.

During your time in York, it's important to remember that you are a guest in another person's home. **Please be aware of this and make sure that you are always considerate.** If for any reason, you are finding this difficult, please talk to us immediately.

Finally, if we feel that your behaviour is a threat to the host, we will have no choice but to remove you from your homestay immediately, and this is likely to mean that you will be asked to leave the international programme and return home.

## 8 Finance and Insurance

York College compensates homestay providers for the accommodation they provide for our students, including all the things mentioned earlier in the handbook. **At no point in time should any money change hands directly with your homestay provider.** If you go on a day out with a homestay provider it is not expected that they will pay for you, although they may choose to do so.

We also advise for your personal belongings (particularly those of high value), that you seek insurance against loss, theft, accidental damage, and fire, as these will not be covered by your homestay's insurance policy.

## 9 Safeguarding

Safeguarding is at the heart of all York College's requirements for homestay accommodation.

A definition of what safeguarding means and how the College deals with it can be found here: <https://www.yorkcollege.ac.uk/about/your-student-experience/student-support/safeguarding>

All adult members of homestay households complete safeguarding training as a requirement.

Safeguarding risks can occur in many ways. Some examples are:

- Violence in relationships
- Online or real-life exploitation and threats
- Severe mental health issues
- Harassment
- Serious issues within the family
- Physical, emotional, sexual, and financial abuse
- Serious neglect (being very badly treated)

Where these matters present themselves, College has a duty to take steps to protect its students and will do so professionally, using specially trained staff, both inside and outside College. If you're ever worried about yourself or somebody else, then you should tell somebody at College:

- Your Progress Coach
- Student Services Staff (counsellor, mental health worker or Intensive Personal Advisor)
- Safeguarding Officer
- Any other trusted member of staff
- Email [stayingssafe@yorkcollege.ac.uk](mailto:stayingssafe@yorkcollege.ac.uk), leaving your contact details so we can respond

Please be aware that Sometimes the person at College may have to speak to others (including parents, hosts, programme coordinators, or external agencies like the police) to deal with the

concerns, but we will always try to maintain confidentiality (especially when dealing with students over 18 years old) and involve you in the process as much as we can.

It's also important, wherever possible, to keep yourself safe and not put yourself in unnecessary danger, for example, by taking unnecessary risks. Your intuition is your body's way of alerting you when something is not quite right. Listening to these clues and trusting your instincts can help to keep you safe.

Finally, please remember that family, friends, and sometimes your hosts can also be great sources of support and advice, if you're not sure about what to do.

**Thank you for taking the time to read this handbook.**

**We hope you enjoy your time studying with us at York College.**

# APPENDICES



## APPENDIX A: Key Dates 2023/24

The following tables outline important dates for 2023/24. Any changes will be emailed to students and hosts in advance.

Term 1	
30/08/23	Host Briefing in College 18:00 to 19:00
05/09/23	International induction day at York College (arrive at 10:00) followed by York Treasure Hunt at York Minster
06/09/23	Akademiet & Rud social event with Jon Bell
07/09/23	AS-level induction day 09:00
08/09/23	Vocational induction day 09:00
30/10/23 - 03/10/23	Autumn Half term break – no classes at York College
18/12/22	Akademiet, Barnes and most other students vacate homestay
22/12/23	Final day of term

Term 2	
07/01/24	Akademiet, Barnes and most other students return to homestay
08/01/24	First teaching day of term
12/02/24 - 16/02/24	Spring Half term break – no classes at York College
22/03/24	Final teaching day of term
23/03/24	Barnes and most other students vacate homestay

Term 3	
05/04/24	Barnes and most other students return to homestay
08/04/24	First teaching day of term
06/05/24	Public holiday – no classes
27/05/24 to 31/05/24	Summer Half term break – no classes at York College
By 24/06/24	Barnes students return home and leave York for the final time
By 24/06/24	Akademiet students return to Norway and leave York for the final time
30/06/24	Final night for which the College will pay homestay fees in 2022/23

## APPENDIX B:

# Minimum Standards Agreement (copy)

The minimum standards that York College expects of their homestay providers are set out below. These are informed by the National Minimum Standards for the residential care of young people by Further Education Colleges. Students will also be informed of what is expected of them whilst living in York College homestay accommodation.

### **As a York College homestay host I agree to:**

- Be kind, considerate and always treat students with dignity and respect,
- Be polite and sensitive to the views of students,
- Have clear and reasonable rules and make sure that expectations are understood,
- Inform York College immediately when a student intends to move/return to their home country.

### **I also agree to provide:**

- A safe, secure, comfortable, clean, and adequately heated home environment that is free of obvious health and safety hazards,
- A clean, hygienic and appropriately sized bedroom (one student per bedroom) with space to study and adequate lighting,
- A suitable bed (not a futon or camp bed, free from any damage),
- Storage space: adequate storage space for clothes, books and folders and the students, own food (even if the majority of meals are provided by the host),
- Adequate lockable bathroom facilities, including a shower (or shower over a bath),
- Regular laundering of the students' clothes, bedding and towels or facilities for the students to launder their own clothes, bedding and towels,
- Internet access and a telephone enabling students to receive and make calls (should they need to, for example if their mobile is broken) on an 'at cost' basis,
- A key for the student(s) to access the home as they require,
- Ample, healthy, nutritious, and hygienically prepared meals:
  - Breakfast and evening meal seven days a week
  - Lunch at weekends or when the student is not in college (bank holidays or training days)

### **Safeguarding checks/training**

All residents of the homestay household aged over 18 will be required to complete a DBS check. They are also required to carry out safeguarding training.

### **Fire & Gas Safety**

All homestay accommodation must comply with current law regarding the accommodation of paying guests. This includes the regular updating of gas safety certificates and fire risk assessments. This includes

a requirement for smoke detectors on each floor of the house and a carbon monoxide detector as described in the homestay handbook.

**Right to host:** By agreeing to host a student you are confirming that you have the right to do this whether you are the homeowner, or renting. In particular, any homestay provider who does not own their own home should check with their landlord before agreeing to take a student.

**Inspections:** A representative from the International Team at York College will visit your property annually. Assessments will be recorded in writing and further discussion/action taken should any issues be identified. This is also an opportunity for you to provide feedback to the College on your hosting experience.

**College Paperwork:** York College require that all homestay providers complete certain bits of paperwork annually, for example our hosting preferences form, contact details update and others. This is an important aspect of the role and will influence our ability to place students with you.

**Feedback:** Homestay provider feedback will be requested at least once an academic year and student feedback more frequently. Any specific concerns identified will be discussed with the homestay provider and the student.

**Cultural differences:** Homestay providers should be polite and sensitive to the views of others and at all times act as a considerate host. They should set clear and reasonable rules and ensure that these are understood.

**Student arrivals and departure:** We request that you come to college to meet and collect your student when they first arrive. Thereafter you should discuss directly with the student their arrangements for departing in holidays or at the end of the academic year.

**Student support:** During the students' settling in period, we request that you support them in registering with your local GP, taking public transport and ensuring they know how to get around and particularly to and from college.

I understand and agree to uphold the above minimum standards as a homestay provider for York College. I also agree to follow the requirements established in the College's Homestay Handbook. I understand that this document will be revised annually and re-issued to hosts in advance of each academic year.

I will inform York College if at any time the accommodation I provide does not meet the required standards. I will contact York College if I have any concerns about the welfare or behaviour of any student in my care.

Lead Host Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Resident Adult Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Resident Adult Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Resident Adult Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

# APPENDIX C:

## Student Accommodation Agreement

Students, homestay providers and landlords must all work in partnership with the College to ensure that they take joint responsibility for supporting students, families, and others. To assist in this process, we have prepared the following guidance which we request that you read carefully. You will be asked to sign a copy on when you arrive. Your accommodation provider will also be asked to sign a copy.

### Accommodation providers agree to:

- Be respectful of their student(s) at all times and act as considerate hosts.
- Be polite and sensitive to the views of others.
- Set clear and reasonable rules and guidelines for students, ensuring that expectations are understood on both sides.
- Contact the Accommodation Office at York College if they have concerns about the welfare or behaviour of any student in their care. The College is here to help.

### They will also provide:

- A safe, secure, and comfortable environment.
- A clean, secure, and appropriately sized bedroom.
- Laundry facilities for you to maintain your own clothes.
- An area for you to complete College work in comfort and quiet.
- Internet access.
- Reasonable facility for students to store their own food, even if most of their meals are being provided for by the host.
- Where meals are provided, these shall include:
  - A good breakfast seven days a week.
  - Lunch at weekends.
  - A nutritious evening meal seven days a week.

### Students agree to:

- Be respectful of their hosts, or accommodation provider, and always act as a considerate guest.
- Be polite and sensitive to the views of others.
- Acknowledge and respect any rules and guidelines agreed with the accommodation provider.
- Contact the Accommodation Office at York College if they have any questions or concerns that they feel unable to resolve with their accommodation provider directly.
- Return to homestay accommodation by midnight at the very latest unless under very specific circumstances when there has been prior agreement with York College and your homestay host.

### They will also:

- Maintain their room and person to an acceptable level of tidiness and hygiene. It is not the host's job to clear up after the student.
- Communicate with your host about where you are, who you are with, and if plans change, tell your host about these changes promptly and clearly.
- At all times try to speak in English even in the presence of others who speak the same language.

**Note:** The host is not responsible for providing transport to College or ensuring students attend lessons.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX D:

### Student Behaviour Support and Disciplinary Procedure

This policy is updated periodically so we have not reproduced it here, but you can find the most recent version (and many other York College policies) on the College website at:

<https://www.yorkcollege.ac.uk/about/governance-and-reports/policies-and-procedures>



**HOMESTAY HANDBOOK**  
**STUDENT VERSION**  
**2023/24**

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