

**The
Sheffield
College**

**Become a host family for
The Sheffield College**

APPLICATION FORM

Questionnaire for Potential Host Family - 2017-18

Please return to **The International Office**
 The Sheffield College
 Granville Road
 Sheffield
 S2 2RL
 United Kingdom
 international.office@sheffcol.ac.uk
 skype: international.office0114

Please complete clearly in **CAPITAL LETTERS**

Personal details

Full name of main carer

Address

Postcode

Email address

Telephone number

Mobile number

Skype ID

Family members

How many members of your family are living at home?

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

Name	Age	Gender

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

Do you have any pets? No Yes (please state)

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

Activities

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 Over 18 student
(CRB/DBS required)

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

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)

Travel

Access to and from college: Within walking distance Direct bus route (bus number[s])

Tram route (nearest tram stop)..... Train (nearest station).....

Homestay fees

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

<input type="checkbox"/> Half-board	Bed, breakfast, evening meal, all meals at weekend	£115 per week
<input type="checkbox"/> Full-board	Bed, breakfast, packed lunch, evening meal, all meals at weekend	£125 per week
<input type="checkbox"/> Self-catering	Bed and breakfast	£70 per week
Payment details	<input type="checkbox"/> 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
<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 (see page 4) REQUIRED

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:	
Are there any disabled people in the house at any time? Yes <input type="checkbox"/> No <input type="checkbox"/>	
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 <input type="checkbox"/> No <input type="checkbox"/>

Fire alarm, escape lighting and smoke detectors

Is there a fire alarm system? Yes <input type="checkbox"/> No <input type="checkbox"/>	Is there escape lighting? Yes <input type="checkbox"/> No <input type="checkbox"/>
Where in the house are smoke detectors? 1. 2. 3. 4.	Where are the batteries charged? 1. 2. 3. 4.
Have you an emergency flash light or torch in a specific location in the house? Yes <input type="checkbox"/> No <input type="checkbox"/>	If so, where?
Are there carbon monoxide detectors in the house? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Fire extinguishers	
Do you have you a fire blanket in the kitchen? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are there any multipurpose fire extinguishers in the house? Yes <input type="checkbox"/> No <input type="checkbox"/>	If so, where?
Testing	
Smoke detectors must be tested by host every 3 months.	
Date of test	Location
	1.
	2.
	3.
	4.

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

Signed

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

