



Centre for  
English Language

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# HOMESTAY HOSTS AND STUDENT RESIDENCE SELECTION, APPROVAL, REVIEW AND SUSPENSION PROCEDURE

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## SECTION D - PROCEDURE

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### Related Policy

Homestay Host and Student Residences Selection, Approval, Review and Suspension Policy

### D.1 Procedure

Responsible	Procedure Steps		W/ I
	<b>1</b>	<b>Selection of a Homestay Host</b>	
<b>Prospective Homestay Host</b>	<b>1.1</b>	Contact the Accommodation Office to enquire about hosting international students.	
<b>Accommodation Officer</b>	<b>1.2</b>	Screen prospective Homestay Host.	
	<b>1.3</b>	If the Homestay Host meets the Homestay Host selection criteria send them information pack.	
<b>Prospective Homestay Host</b>	<b>1.4</b>	Complete required information and have necessary checks. On completion return to the Accommodation Office.	
<b>Accommodation Officer</b>	<b>1.5</b>	Once all documentation is received arrange a home visit.	
	<b>1.6</b>	If the home visit is satisfactory add the Homestay Host to the data base.	
	<b>1.7</b>	If the homestay visit is not satisfactory notify the homestay.	
	<b>2</b>	<b>Selection of a Residence</b>	
<b>Accommodation Officer</b>	<b>2.1</b>	Approach the Residence to gather information about its facilities.	
	<b>2.2</b>	Arrange a visit.	
	<b>2.3</b>	If the visit is satisfactory and the Residence meets the selection criteria add it to the data base.	
	<b>3</b>	<b>Review of Homestays and Residences</b>	
<b>Accommodation Officer</b>	<b>3.1</b>	If a complaint is received from a student that warrants investigation, contact the Homestay Host or Student Residence to discuss and arrange a visit if necessary.	
	<b>3.2</b>	Visit Homestay Hosts and Residences every three years and update relevant homestay documents.	
	<b>3.3</b>	Continually monitor and ensure that every person over the age of 18 who is resident in the Homestay or Student Residence has a current Child-related Employment Screening.	

Responsible	Procedure Steps		W/ I
	4	<b>Suspension of Homestay Host or Residence</b>	
<b>Accommodation Officer</b>	4.1	Where a review indicates the Homestay Host or Residence is no longer suitable remove them from the database.	

## D.2 Supporting Documentation

Related material	Location
Information Pack	
Homestay Host Selection Criteria	

Form templates	Retention time	Location
Informed Consent Form, DCSI Screening Unit, Child Related Employment Screening	N/A	Department for Communities and Social Inclusion
Student Residence Checklist	Destroy 5 years after last action	
Homestay Host Profile	Destroy 5 years after last action	

Records (including completed forms)	Retention time	Location
Data Base	Destroy 8 years after action completed	
Homestay Host Profile	<ul style="list-style-type: none"> <li>Successful applications – destroy 8 years after action completed</li> <li>Unsuccessful application – destroy 1 year after semester ends</li> </ul>	
Student Residence Checklist (completed)	<ul style="list-style-type: none"> <li>Successful applications – destroy 8 years after action completed</li> <li>Unsuccessful application – destroy 1 year after semester ends</li> </ul>	
Homestay Host Profile (completed)	<ul style="list-style-type: none"> <li>Successful applications – destroy 8 years after action completed</li> <li>Unsuccessful application – destroy 1 year after semester ends</li> </ul>	
Record of visits	Destroy 5 years after last action	

### D.3 Version Control

<b>Version Number</b>	<b>Summary of Changes</b>	<b>Approved by</b>	<b>Date of Effect</b>	<b>Privilege Level</b>
v1.0	Initial procedure	Admissions Manager	9/2014	Public