HOMESTAY HOSTS AND STUDENT RESIDENCES SELECTION, APPROVAL, REVIEW AND SUSPENSION PROCEDURE

SECTION D - PROCEDURE

Related Policy

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

D.1   Procedure

Responsible			Procedure Steps	W/I
	1		**Selection of a Homestay Host**	
Prospective Homestay Host		1.1	Contact the Accommodation Office to enquire about hosting international students.	
SASO Accommodation		1.2	Screen prospective Homestay Host and, if they are appropriate, send a **Homestay Host Profile** to complete.	
Prospective Homestay Host		1.3	Complete the **Homestay Host Profile** and undertake necessary checks. On completion return to the Accommodation Office.	
SASO Accommodation		1.4	If the Homestay Host meets the Homestay Host selection criteria send them necessary information.	
		1.5	Once all documentation is received arrange a home visit.	
		1.6	If the home visit meets requirements add the Homestay Host to the data base.	
		1.7	If the homestay visit does not meet requirements notify the homestay.	
	2		**Selection of a Residence**	
SASO Accommodation		2.1	Approach the Residence to gather information about its facilities.	
		2.2	Arrange a visit and complete the **Student Residence Checklist**.	
		2.3	If the visit meets requirements and the Residence meets the **Student Residence Checklist** criteria add it to the data base.	
	3		**Review of Homestays and Residences**	
SASO Accommodation		3.1	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.	
		3.2	Visit Homestay Hosts and Residences every three years and update relevant homestay documents.	

Responsible	Procedure Steps			W/I
		3.3	Continually monitor and ensure that every person over the age of 18 who is resident in the Homestay or Student Residence has a current clearance as outlined in the **Homestay Host and Student Residences Selection, Approval, Review and Suspension Policy**.	
	4	**Suspension of Homestay Host or Residence**		
SASO Accommodation		4.1	Where a review indicates the Homestay Host or Residence is no longer suitable make them inactive in the database.	

D.2   Supporting Documentation

Related material	Location
Homestay Host Selection Criteria	Accommodation

Form templates	Location
Child Related Employment Screening	Department for Communities and Social Inclusion
Student Residence Checklist	Homestay database
Homestay Host Profile	Homestay database

Records (including completed forms)	Location
Homestay database	Studylink
Homestay Host Profile	Homestay database
Student Residence Checklist (completed)	Homestay database
Homestay Host Profile (completed)	Homestay database
Record of visits	Homestay database

For retention information and disposal schedules see the Navitas Records Management, Retention and Disposal policy: https://bit.ly/2OQrJEU

D.3   Version Control

Current Version Number	v3.0
Date of Effect	05/2022

Privilege Level	Public