



Accommodation Policy

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Accommodation Policy

1. Introduction

- 1.1. This Policy exists to give guidelines to the College's provision of accommodation for South Gloucestershire & Stroud College (SGS) learners and to ensure compliance with the British Council Standards and to meet the College's obligations with regard to Duty of Care. While this Policy has pertinence to a variety of situations involving learner accommodation arrangements, its primary purpose is to cover Home Stay arrangements.

2. Policy Statement and Scope

- 2.1. SGS endeavours to offer up to date information, advice and support on a range of accommodation issues. All Home Stay Accommodation is inspected and selected in accordance with the British Council Standards and Guidelines. All learner accommodation arrangements will meet with the College's Safeguarding Children, Young People and Vulnerable Adults Policy and Procedure Policy with a view to safeguarding and promoting the welfare of children and young people associated with the College.

3. Policy Objectives

- 3.1. This policy is designed to create and maintain a safe and comfortable living environment for learners needing accommodation near an SGS College campus.
- 3.2. All learners below the age of 16 must be accommodated in suitable Home Stay Accommodation and are not permitted to live alone without written parental consent.
- 3.3. Home Stay accommodation is defined as a private home where the host rents out a room to a learner(s).

4. Policy Implementation

- 4.1. The College reserves the right to interview prospective learners to assess the appropriateness of their situation to Home Stay Accommodation.
- 4.2. When viewing/approving a Home Stay, the College's Accommodation Officer looks at the following:
 - 4.2.1. Cleanliness and facilities
 - 4.2.2. Security
 - 4.2.3. Evidence of occupants at the address

- 4.2.4. Facilities such as furniture, study space, bathroom, etc
- 4.2.5. Appropriate space and privacy (for example own room and study space)
- 4.2.6. Supportive environment
- 4.2.7. Distance from College
- 4.3. It is the learner's responsibility to ensure that payment is made to the Home Stay provider directly.
- 4.4. Monitoring Home Stay
 - 4.4.1. The Accommodation Officer will visit each Home Stay provider to assess suitability before learners will be allowed to be accommodated. Each Home Stay provider must be CRB checked.
 - 4.4.2. The Accommodation Officer will visit each Home Stay provider at least once a year in order to check that the conditions remain satisfactory.
 - 4.4.3. The Accommodation Officer will liaise with the Home Stay provider on a regular basis to ensure that the learner is being provided with adequate care.
 - 4.4.4. In case of dispute or disagreement between the learner and Home Stay provider, the Accommodation Officer will liaise with both parties to ensure that the issue is resolved.
 - 4.4.5. The Accommodation Officer will relocate a learner on an interim basis in suitable accommodation, in the event that the Home Stay fails to provide appropriate support or facilities.
- 4.5. Terminating Home Stay
 - 4.5.1. If for any reason the host family or learner need to terminate the Home Stay then they must provide the College and other party with at least one week's notice.
 - 4.5.2. Once the notice has been given, the Accommodation Officer will endeavour to find another suitable host family or alternative accommodation for the learner.
 - 4.5.3. Feedback from the host will be needed as to why they terminated the learner's stay with them.
 - 4.5.4. A feedback form will be given to the learner on leaving the Home Stay.
 - 4.5.5. Any feedback will be investigated by the Accommodation Officer and any action that is required will be taken.

5. Responsibilities

- 5.1. The Accommodation Officer is responsible for managing and co-ordinating the accommodation service.
- 5.2. The Head of Learner Services has overall responsibility for the Accommodation Service.

6. Related Policies

- 6.1. Safeguarding Children, Young People and Vulnerable Adults Policy & Procedure
- 6.2. Learner Disciplinary Policy & Procedure
- 6.3. Learner Anti-Bullying and Harassment Policy & Procedure